Avery® DesignPro®
User Guide

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Chapter 1: Getting Started

Welcome to Avery DesignPro

Choose from over 2000 Avery Templates – more than any other software! DesignPro includes Avery Templates for your favorite Avery products and all the newest products. From creative cards and presentation materials to distinctive CD and mailing labels, DesignPro has everything you need.

See the DesignPro online help for additional information about the features described in this guide, as well as information about several other DesignPro features. To access the help, select **Help** > **DesignPro Help**. You can also press F1 to display help.

DesignPro Features

Step-by-Step Project Wizard

This new, easy-to-use project wizard guides you through the process of customizing a pre-designed Avery Template for your product.

Pre-Designed Avery Templates

Personalize one of the many professionally designed Avery Templates. Use a design as is or customize it to suit your exact needs.

Built-in Photo Editing Tool

It's easy to use your own digital images in DesignPro. Scan your images directly or capture digital images from your digital video device. Use the Crop and Photo Effects tools to crop, add special effects or touch up your images.

Mail Merge

Easy mail merge features help you quickly create a list or import your existing lists from Microsoft® Office Excel and Access.

System Requirements

DesignPro 5.5 requires the following:

Microsoft® Windows 7, Vista™, Windows XP®, Windows 2000®, Windows Me®, Windows NT® 4.0 with Service Pack 6a or later, Windows 98® with Y2K update 2 or later

- Internet Explorer 4.01 with Service Pack 2 or later
- PC with Intel® Pentium® or equivalent processor or faster
- 128 MB of RAM or higher
- 200 MB minimum available hard-disk space (800 MB recommended)
- 800 x 600 minimum screen resolution, 16-bit color or better
- 8x speed CD-ROM drive
- Internet access required to update templates and clip art from the Avery Web site. User is responsible for all Internet access fees and phone charges.

Install DesignPro

Avery DesignPro can be installed from the Avery website or from a CD.

From the Avery website, follow these steps:

1. Select **Templates & Software**. Select **Software** from the drop-down list.
2. Locate the Avery DesignPro for PC option and click **Download**.
3. Follow the on-screen instructions.

To install from a CD, follow these steps:

1. Close all programs and begin at the Microsoft Windows desktop.
2. Insert the CD-ROM into your CD-ROM drive.
3. Click **Install DesignPro** and follow the on-screen instructions.
4. During setup, select from the following installation options.
    - Typical - Install all components. Recommended for most users.
    - Compact - Save disk space. The DesignPro CD may be required to access optional components.
    - Custom - Select individual components. For experienced users and system

administrators. The DesignPro CD may be required to access optional components.

5. Continue following the on-screen instructions to complete the installation.

Note

If the startup window does not automatically appear, start setup manually:

1. Select **Start** > **Run** from the Microsoft Windows taskbar. The **Run** dialog box appears.
2. Click **Browse** to locate your CD-ROM drive and click once to open it.
3. Double-click the **Launch.exe** file. The **Run** dialog box appears again.
4. Click **OK** to open the installer.

Make sure your Windows 7 system is current with all Windows updates installed. Should you experiance a compatibility issue, then changing the compatibility settings for Avery DesignPro software may be helpful to resolve the issue. Follow these steps to change the compatibility settings:

1. Click on **Start**, right click the **DesignPro 5** menu item and then click **Properties**.
2. Select the **Compatibility** tab. Click the **Change settings for all users**. The **Compatibility** dialog box appears.
3. Click the checkbox **Run this program in compatibility mode for** and select **Windows XP (Service Pack 2)** or **Windows XP (Service Pack 3)**.
4. Click the checkbox **Run the programs as an administrator**.
5. Click **OK** twice to close both dialog boxes.

Remove DesignPro or modify the installation

To remove DesignPro from your computer or to modify the installation components, select the **Add or Remove Programs** feature from the Microsoft Windows **Control Panel**. Follow the on-screen instructions to remove or change the program.

Start DesignPro

To start DesignPro double-click the DesignPro icon on the Microsoft Windows desktop or select **Start** > **Programs** > **Avery DesignPro 5** > **DesignPro 5**.

To prevent help from appearing each time you start DesignPro, select **Tools** > **Options** > **General** tab, and select the **Bypass Help at Startup** option.

How to calibrate your print output

The **Calibrate Printer** dialog box will appear the first time you start DesignPro. Click **Yes** to display the **Print Output Calibration** dialog box. The calibration steps are simple, and ensure that your design will print correctly on the Avery product. Each printer used with DesignPro should be calibrated separately.

To calibrate your print output

1. Select **File** > **Calibrate Printer**. The **Print Output Calibration** dialog box appears.
2. Select your **Printer** from the drop-down list. A message appears in the dialog box indicating whether or not the printer has been calibrated. If the printer has already been calibrated, click **Cancel** to return to the **Design** screen.
3. Click **Paper Size** and select **A4** or **Letter**. **A4** is the international standard size and **Letter** is the U.S. standard size.
4. Select **Portrait** and click **Print Calibration Sheet**. Follow the instructions on the printout and type the **A** (horizontal) and **B** (vertical) values in the fields provided.
5. Select **Landscape** and click **Print Calibration Sheet**. Follow the instructions on the printout and enter the **A** (horizontal) and **B** (vertical) values in the fields provided.
6. Click **OK** when finished. The selected printer has been calibrated.

To restore the previous calibration settings

1. Select **File** > **Calibrate Printer**. The **Print Output Calibration** dialog box appears.
2. Click **Clear**, and then click **OK**.

Check for product updates

The first time you start DesignPro, you will be prompted to check for new product updates. The Product Updates feature helps you keep current by automatically checking for and installing DesignPro updates from the Avery Web site. Updates may include blank Avery Templates, pre-designed Avery Templates, and/or clipart.

If you chose the **Typical** installation option when installing DesignPro, all components are updated. If you chose a **Compact** or **Custom** installation, only the components installed to your hard drive are updated.

User Registration

To receive free Software Support, valuable updates and special offers, register on line at avery.com.

Avery Support

Avery provides a variety of product and software support services.

Avery.com

DesignPro includes templates for most Avery printable products. Check www.avery.com frequently for product updates, new templates and more. You can also find DesignPro Frequently Asked Questions, and Avery Software Support contact information on our Web site.

Avery Consumer Service Center and Software Support

Avery Consumer Service Centers provide product information for all Avery products available in the United States and Canada. They can help you get products quickly even if the products are not carried by dealers in your area.

United States and Canada
Phone: 1-800-GO-AVERY (1-800-462-8379) **Fax: 1-800-831-2496**

Avery provides support for all Avery software products. If you have a question about DesignPro, be sure to review information in this **Help** file before calling Avery Software Support.

If you call Avery Software Support, please be at your computer with DesignPro running. Be prepared to provide the following information:

- The version of DesignPro you are using. Select **Help** > **About** for version information.
- Details about your computer: type of computer, operating system, network, printer and printer driver and amount of memory.
- The exact wording of any messages that appeared on your screen.
- What you were doing when the problem occurred.
- Whether or not you could recreate the problem.

- How you tried to solve the problem.

Visit **avery.com** for the Avery Software Support information in your country.

Chapter 2: Start your project

How to use the Welcome Screen

The **Welcome Screen** appears each time you start DesignPro and presents several options to help you start your project. Click **Cancel** to return to the **Design** screen without selecting an option.

To return to the **Welcome Screen** at any time, select **File** > **Welcome Screen** . To prevent the **Welcome Screen** from appearing each time you start DesignPro, select **Tools** > **Options** > **General** tab, and select the **Bypass Welcome Screen** option.

Welcome Screen Options

Step-by-Step Wizard

Follow the step-by-step instructions to select an Avery product and customize a pre-designed Avery Template.

Pre-Designed Template

View and select one of the many pre-designed Avery Templates. To customize the template, change the text and image or import your own image.

Design from Scratch

Select a blank Avery template and create your own design.

Open Existing Project

Select one of your previously saved projects.

Visit www.avery.com/software

Be sure to visit the software section of the Avery Web site. The Avery Web site offers great ideas on how to use Avery products.

How to start your project

Start your project from a pre-designed Avery Template, from a blank Avery template, from a previously saved project, or create a blank custom template.

To use the Project Wizard

The Project Wizard guides you through the process of customizing one of the pre-designed Avery Templates. Follow the step-by-step instructions to select your product, choose a design, and personalize it by changing the text and graphics. When finished, preview and print the project or make additional edits on the **Design** screen.

To start the wizard, select **Step-by-Step Wizard** on the **Welcome Screen** or select **File** > **New** > **Project Wizard** from the **Design** screen.

To start with a pre-designed Avery Template

1. From the **Welcome Screen**, select **Pre-Designed Avery Template** or from the **Design** screen, select **File** > **New** > **Pre-Designed Template** . The **Select a Pre-Designed Template** dialog box appears.
2. Locate the template for your product in the corresponding product folder. Thumbnail previews are displayed to the right.
3. Select the thumbnail preview and click **OK** or double-click the thumbnail preview.

To select a blank template and design from scratch

1. From the **Welcome Screen**, select **Design from Scratch** or from the **Design** screen, select **File** > **New** > **Project from Scratch** . The **Select Template** dialog box appears.

2. Select a product category from the **Format** drop-down list.
3. To locate and select a template, type the product number in the **Find Item Number** field and click **Find**.
4. Select the item in the list and click **OK** or double-click the item.

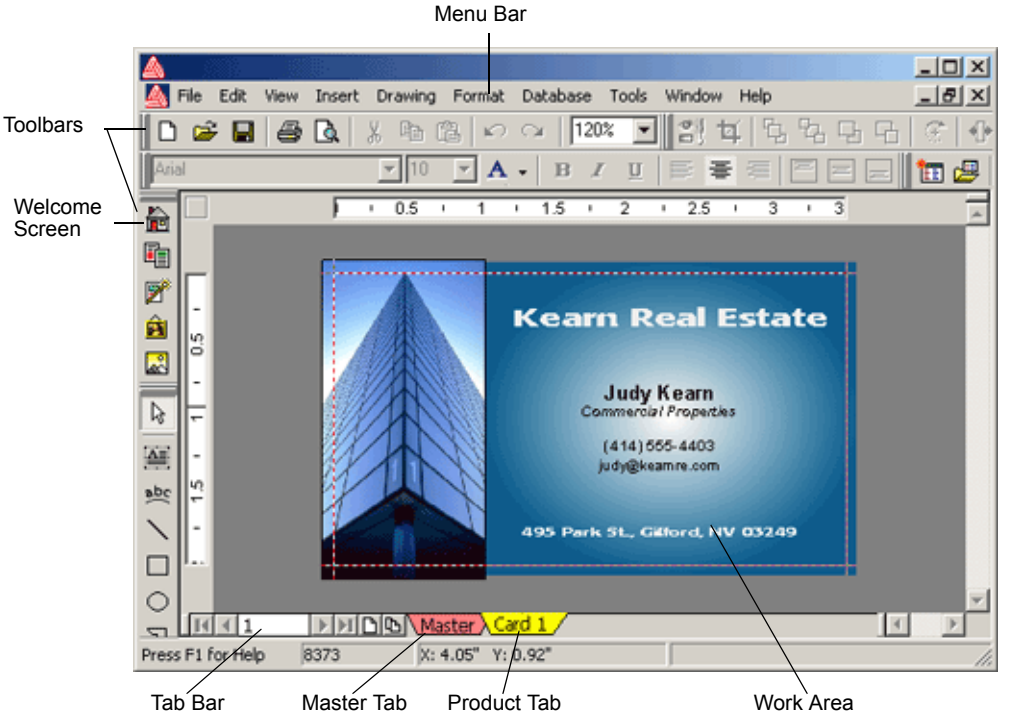
To open an existing project

1. From the **Welcome Screen**, select **Open an Existing Project** or from the **Design** screen, select **File** > **Open** . The **Open** dialog box appears.
2. Locate and select the previously saved DesignPro project on your computer. If opening a LabelPro™ project, change the file type from the **Files of Type** drop-down list, then locate and select the file.
3. Select the file and click **Open** or double-click the file.

Chapter 3: DesignPro Basics

How to use the Design screen

The **Design** screen contains your personal design area and tools. DesignPro provides powerful tools that allow you to create professional looking projects.



How templates are designed

The template is the software layout for an Avery product. When the **Design** screen opens, your blank or pre-designed template is ready to design. The displayed template represents one label, card, divider, or sheet, depending on the product selected.

Multiple panel products

Some Avery product templates may contain more than one panel on the **Master** and product tabs. For instance, the front and back of a greeting card will be displayed together if they print on the same side of the sheet. The front section is one panel and the back section is another panel.

Work area

The work area is defined by the Avery product template you select. The selected label, card or divider is displayed and all design objects, images and text, will be placed in this area. Change the display size of the work area by selecting **View** > **Zoom**.

Tab Bar

The **Tab Bar** is located at the bottom of the **Design** screen. The **Tab Bar** contains a **Master** tab and one or more product tabs depending on the template selected. The **Master** tab is always displayed. Use the **Tab Bar** to toggle between the tabs of the opened project, to rename the **Master** and product tabs, and to add, copy and delete product tabs.

How to use the Master and product tabs

When you open a project, the **Tab Bar** below the work area contains a **Master** tab and one or more product tabs (**Label 1**, or **Tab 1** through **Tab 5**, for example), depending on the template selected. The **Tab Bar** also contains navigation and command buttons.

To use the Master tab

The **Master** tab represents a master label or product panel (label, card, divider tab) and is bright red when active. The **Master** tab cannot be deleted or moved. Use the **Master** tab to create identical labels or product panels or to create labels or product panels with shared information, such as a company logo.

Click the **Master** tab to activate it. Text, shapes, or images (objects) placed on the **Master** tab are shared objects and appear on all tabs. These objects can only be selected and edited from the **Master** tab. Right-click the **Master** tab to rename it or add a new product tab. **Master** tab objects are placed behind product tab objects in your design. Certain objects, such as **Serial Number**, **Date and Time** stamp, and database fields can only be inserted and edited on the **Master** tab.

To use the product tabs

The product tabs represent the individual labels or product panels on the sheet and are bright yellow when active. A product tab is created and numbered consecutively each time a tab is added to your project. The product tabs represent the individual panels (label, card, divider tab) on the sheet. You can add up to 1,000 tabs for each project.

Product tabs are renamed according to the type of template selected. Product tabs for a label template are named **Label 1**, **Label 2**, **Label 3**…; for a divider template they are named **Tab 1**, **Tab 2**, **Tab 3**… and so forth. Use the product tabs to create entirely different labels or panels, or to add label- or panel-unique information.

Click a product tab to activate it. Text, shapes or images (objects) placed on a product tab will appear on that tab only. Any objects previously placed on the **Master** tab are shared objects and will appear on all tabs. Right-click a product tab to add a new tab or to copy, delete, or rename the active tab. Move product tabs to change their order on the printed sheet. To do this, click the tab and drag it along the **Tab Bar** to the new location. A small arrow indicates the current insert position.

How to create identical and different labels

You can create a set of identical labels or product panels, a set of labels or product panels with shared and different information, or a set of labels where each label contains different information.

Note

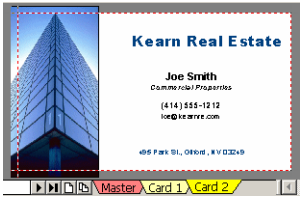
Items placed on the **Master** or **Label** tabs can only be edited from that specific tab.

Identical labels or product panels

To create identical labels or product panels, use the **Master** tab only.

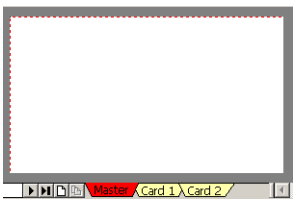
Labels or product panels with a master design and different information

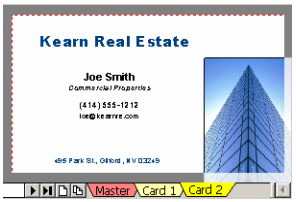
To create labels or product panels with shared and different information, place shared information on the **Master** tab. For the label- or panel-unique information, add and design a tab for each specific label or product panel.



Different labels or product panels

To create different labels, add and design a tab for each different label or product panel. Do not use the **Master** tab.





Create identical labels

1. To create a new project, select **File** > **New** > **Project from Scratch** .
2. In the **Select Template** dialog box, locate and select an Avery label product (for example, an address label), and then click **OK**.
3. To insert text, click **Insert Text** . Type your text. The text placed on the **Master** tab will appear on **Label 1** and all other labels.
4. Select **File** > **Print** . Select **Master Label Only**. Under **Number of Copies**, select **Sheets** to print the whole sheet of labels. Click **Print Preview** to view your project before printing.

Create labels with shared and different information

1. To create a new project, select **File** > **New** > **Project from Scratch** .
2. In the **Select Template** dialog box, locate and select an Avery label product (for example, an address label), and then click **OK**.
3. Click the **Master** tab. To locate and insert a graphic, click **Clipart Gallery** . Move the graphic to the left side of the label. This graphic will appear on all labels.
4. To add a new label, right-click the **Label 1** tab and select **New Tab**. A **Label 2** tab is added.
5. Click the **Label 1** tab. To insert text, click **Insert Text** . Type the text for this label in the text box. This text will appear on **Label 1** only.

6. Click the **Label 2** tab. Click the **Insert Text** button again. Type the text for this label in the text box. This text will appear on **Label 2** only. Add and design additional tabs that will have label-unique information.

7. Select **File** > **Print** . Select **All Designed Labels**. Under **Number of Copies**, select **Sheets** and enter **1** to create one sheet of all designed labels (**Label** tabs). Click **Print Preview** to view your project before printing.

Create different labels

1. To create a new project, select **File** > **New** > **Project from Scratch** .
2. In the **Select Template** dialog box, locate and select an Avery label product (for example, an address label), and then click **OK**.
3. To add a new label, right-click the **Label 1** tab and select **New Tab**. A **Label 2** tab is added.
4. Click the **Label 1** tab. To insert text, click **Insert Text** . Type the text for this label in the text box.
5. Click the **Label 2** tab. Click the **Insert Text** button again. Type the text for this label in the text box.
6. Click the **Label 1** and **Label 2** tabs to review. Each label has different information.
7. Select **File** > **Print** . Select **All Designed Labels**. Under **Number of Copies**, select **Sheets** and enter **1** to create one sheet of all designed labels (**Label** tabs). Click **Print Preview** to view your project before printing.

Note

To create a whole sheet of entirely different labels, add and design a tab for each label on the sheet. Items placed on a specific tab can only be edited or deleted from that tab.

Menus

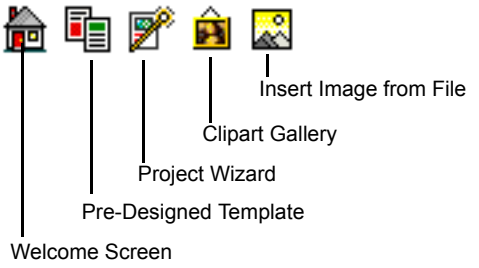
The DesignPro **Menu Bar** provides access to all tools and commands. Corresponding toolbar buttons or keyboard shortcuts appear next to the menu item.

Toolbars

Toolbars contain buttons for the most frequently used DesignPro commands. You can view **Tool Tips** for the buttons in a toolbar by placing the mouse pointer over a button without clicking it. The toolbars can be moved and repositioned.

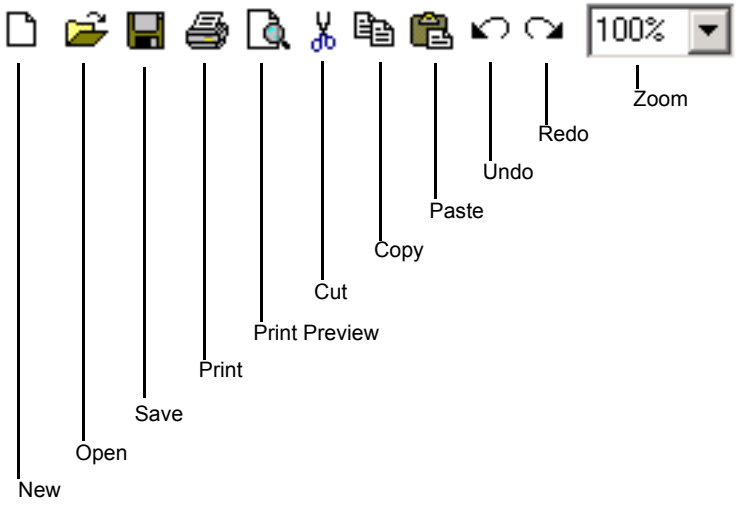
Navigation toolbar

The **Navigation** toolbar contains the following buttons.



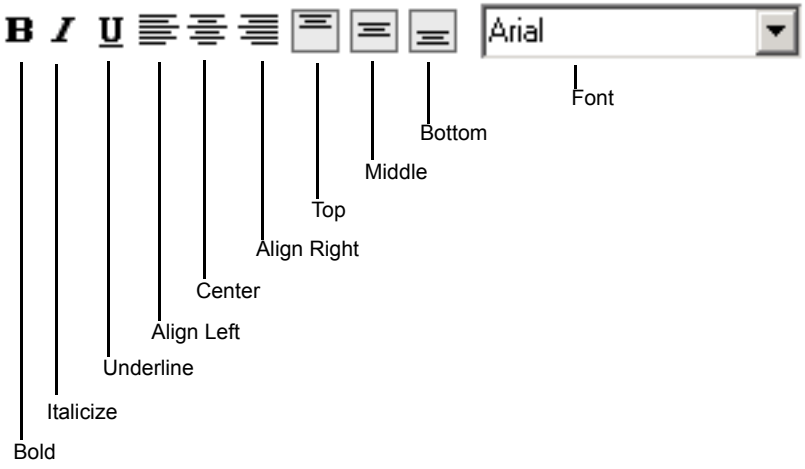
Standard toolbar

The **Standard** toolbar contains the following commands.



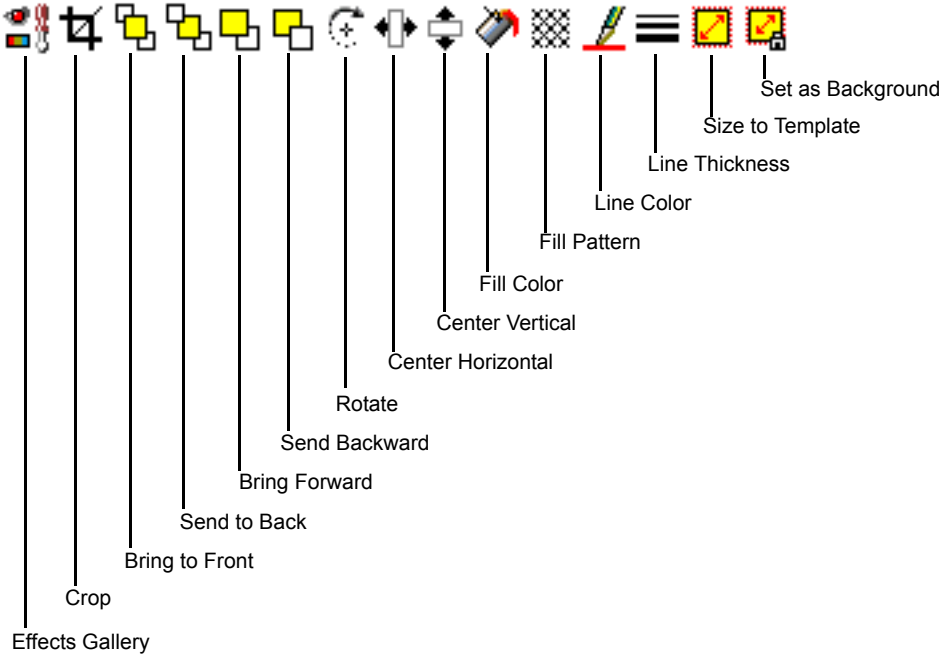
Text toolbar

The **Text** toolbar contains the following buttons.



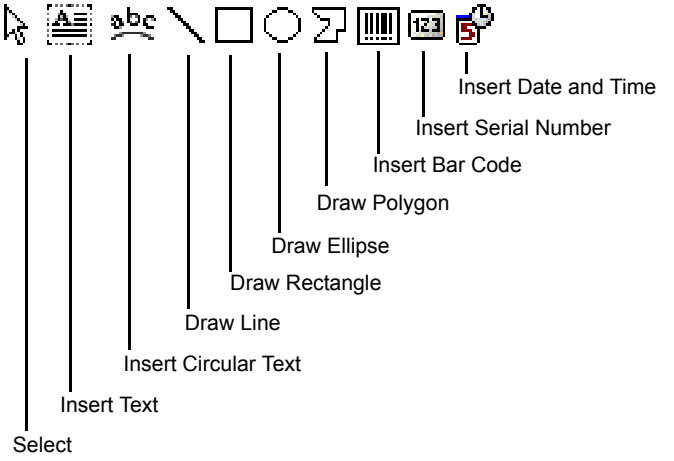
Formatting toolbar

The **Formatting** toolbar contains the following buttons.



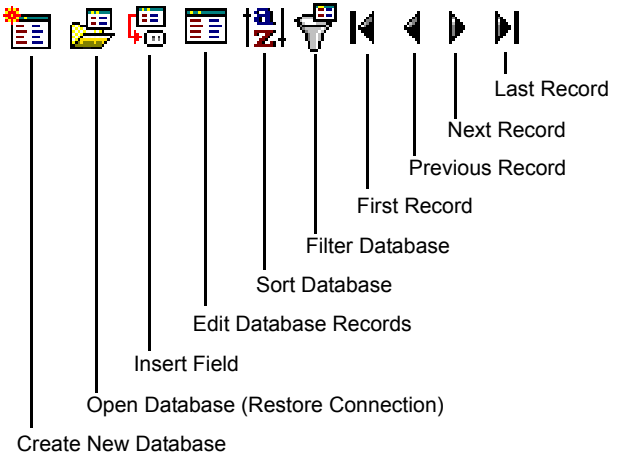
Drawing toolbar

The **Drawing** toolbar contains the following commands.



Database toolbar

The **Database** toolbar contains the following commands.



Chapter 4: Start your design

How to create your design

You can insert and format text and circular text in a variety of font styles, sizes, and colors. Text can include symbols, database fields, in addition to date and time stamps. You can draw graphic lines and shapes. Your design can include images, including logos and clip art. You can generate serial numbers and create bar codes. You can link or embed objects using the Windows OLE (Object Linking and Embedding) feature. You can also insert lists of files.

This guide describes selected DesignPro features. For complete information on DesignPro features and procedures, see the online help. To access the help, select **Help** > **DesignPro Help**. You can also press F1 to display help.

Insert and format text

If the text is longer than the width of the text box, the text will wrap to the next line. To move or resize the text box, click on the text box border. The mouse pointer appears as the **Move** icon. Move the text box, or drag one of the handles to resize the box. The text formatting is adjusted automatically. You can also round the corners of a text box.

To change the default text settings, select **Tools** > **Options** > **Text** tab.

To insert text

1. Select **Insert** > **Text** . A text box is automatically inserted and edit mode is active.
2. Type text in the box.

To format text

1. Click and drag to select the text to be formatted, or click inside the text box and press **Ctrl+A** to select all text.
2. Select **Format** > **Font**. The **Font** dialog box appears.
3. Change the **Font**, **Font Style**, **Size**, **Effects** and/or **Color** of the text. The **Preview** displays the changes.
4. Click **OK** to apply the new formatting.

To align text

Top, **Middle** and **Bottom** alignments apply to all text in the box. Selected sections or paragraphs of text can be aligned individually to the **Left**, **Center**, or **Right**. If no paragraph is selected, all text in the box is aligned.

1. Select the text or click inside the text box to apply the alignment to all of the text.
2. Select **Format** > **Alignment**. Select **Left**, **Center**, or **Right** to align the selected text or paragraph. Select **Top**, **Middle**, or **Bottom** to align the placement of the entire text within the text box.

To align bar code text

You can align the human readable text in bar codes using the **Left**, **Center**, **Right**, **Top** and **Bottom** commands. There are restrictions regarding the use of these commands, depending on the bar code type.

Quick Tip

Right-click inside the text box and select **Font**. The **Font** dialog box appears. Frequently used formatting tools are also available on the **Text** toolbar.

Insert and format circular text

Insert, format, and edit circular text using the **Edit Circular Text** dialog box. The changes you make in the dialog box appear in the work area of the template and are applied when you click **OK**.

To move or resize the circular text object, click on the object border. The mouse pointer appears as the **Move** icon. Move the object, or drag one of the handles to resize. The text formatting is adjusted automatically.

To change the default text settings, select **Tools** > **Options** > **Text** tab.

To insert circular text

1. Select **Insert** > **Circular Text**. The **Edit Circular Text** dialog box appears.
2. Type the text in the text field.
3. Select the text to be formatted, or press **Ctrl+A** to select all text.

4. Change the **Font**, **Font Size**, **Bold**, **Italic**, and **Font Color**.
5. Click **OK** to insert the circular text.

To format circular text

1. Select the circular text object and select **Format** > **Circular Text** or double-click the circular text object. The **Edit Circular Text** dialog box appears.
2. Make your changes. Text must be selected in the text field to apply any formatting changes. The alignment and flip attributes will be applied to all text.
3. Click **OK** to apply the changes.

To align and flip circular text

1. Select the circular text object and select **Format** > **Circular Text** or double-click the circular text object. The **Edit Circular Text** dialog box appears.
2. Select or enter a **Rotate** number. This number indicates the starting point angle for the circular text. To rotate the text precisely, type the number of degrees or click the up and down arrows.
3. Click the **Rotate Left** , **Center** , or **Rotate Right** buttons to nudge the text in that direction.
4. Click the **Flip Text** button to toggle between the flipped up or flipped upside down modes.
5. Click **OK** to apply the changes.

Quick Tip

Right-click the circular text object to access **Edit Circular Text**.

Insert date and time

Add the current system date and time to your design. You can insert the date and time information on the **Master** tab only.

To change the default date and time setting, select **Tools** > **Options** > **General** tab.

To insert date and time

1. Click the **Master** tab to select it.

2. Click inside a text box and position the cursor where the information is to be inserted. If a text box is not selected, one will automatically be created when the date/time is inserted.
3. Select **Insert** > **Date and Time** . The **Date and Time** dialog box appears.
4. Select a date/time **Format** from the list.
5. Select the **Field** option to insert a text field that will update automatically when a field is inserted, during printing, when opening the file and when **View** > **Update Fields** is selected.
6. Select the **Text** option to insert the current date/time only.
7. Select the **Custom** option and define your own date and time format using special formatting characters.
8. Click **Insert**. The current date/time is inserted.

To format date and time

1. Select the date/time field in the text box on the **Master** tab.
2. Select **Format** > **Date and Time**.
3. Format as desired and click **OK**.

Quick Tip

Right-click the text box containing the date/time field to access **Format Date and Time**.

Insert and generate serial numbers

Insert a serial number field to automatically create and print a consecutive series of numbers or letters on your Avery product. You can insert a serial number field on the **Master** tab only. You can format serial numbers after they are generated. You can also use a serial number to create bar codes.

To insert serial numbers

1. Click the **Master** tab to select it.
2. Click inside a text box and position the cursor where the information is to be inserted. If a text box is not selected, one will automatically be created when the serial number field is inserted.
3. Select **Insert** > **Serial Number** . The **Serial Number** dialog box appears.

4. Select either the **Numeric** or **Alphabetic** serial number type.
5. Enter a **Start Value**, **End Value** and **Increment** number. Counting is always from the start value to the end value.
6. For numeric serial numbers, select **Leading Zeros** to display the number with leading zeroes. Enter the total **Number of Spaces** for the serial number.
7. Select the **Current Serial Number Value** option to save the serial number of the last label or product panel printed. The next time the project is opened, the serial number continues to print from where it left off in the last print run. If this option is not selected, the serial number will always begin with the **Start Value**.
8. Under **Label**, type a **Prefix** or **Suffix** for the serial number. A **Prefix** appears in front of the serial number and a **Suffix** appears after the serial number.
9. When all settings have been entered, click **Insert**. The serial number field is inserted.

To view your project with generated serial numbers

1. Insert the serial number on the **Master** tab and complete the design.
2. Select **File** > **Print** . Select **Master Label Only**.
3. Under **Number of Copies**, select **Sheets** and type **1** or more.
4. Click **Print Preview** to view the project and the incremental serial numbers. Enlarge the zoom factor, if necessary.
    - Click **Close** to return to the **Design** screen to adjust your design.
    - Click **Setup** to return to the **Print** dialog box to change the print settings.
    - Click **Print** to print your project.

To format serial numbers

1. Select the serial number field in the text box.
2. Select **Format** > **Serial Number**.
3. Change the settings and click **OK**.

To reset a serial number to the start value

1. Select the serial number field in the text box.
2. Select **Format** > **Serial Number**.

3. Click **Reset** and then click **OK**.

Quick Tip

Select and right-click a serial number field to access the **Format Serial Number** command.

Insert images, logos, and clipart

You can insert a graphic object containing an image, logo or clipart. The image must be in a graphic format supported by DesignPro. If the original size of the graphic object exceeds the size of the selected template, the image is automatically reduced to fit within the template.

You can also import a photo from your digital camera or scanner and insert it directly into your project.

You can change the image into a background object or size the object to fill the template. If you decide to use a different image later, you can easily replace the image. You can also resize and rotate graphic objects. You can add image effects and crop images.

Supported graphic formats

DesignPro supports the following graphic file formats:

- BMP - Windows Bitmap Format
- WMF - Windows Metafile Format
- TIF - Tagged Image File Format (Only TIF files that do not use LZW-compression can be inserted.)
- JPG - JPEG Format
- PCX - PCX Format
- EPS - Encapsulated Postscript Format
- PCD - Kodak Photo CD Format
- TGA - Truevision TARGA File Format
- WPG - WordPerfect Graphic File Format
- IMG - GEM Image File Format

To insert an image from the Clipart Gallery

1. Select **Insert** > **Clipart Gallery** . The **Clipart Gallery** dialog box appears.
2. Select **All Graphic Formats** or select the specific type of file you want to insert.
3. Click on the preview to select an image and click **OK**. The image is inserted in the design.

Note

If the clipart images were not installed to your hard drive, you will be prompted to insert the DesignPro installation CD when using the **Clipart Gallery** command. If the startup window appears when you insert the CD, click **Exit**.

To insert an image from a file

1. Select **Insert** > **Image from File** . The **Insert Picture** dialog box appears.
2. Under **Files of type**, select **All Graphic Formats** or select the specific type of file you want to insert.
3. Locate and select a personal image or select from the many images provided in DesignPro. A **Preview** of the image will appear if the format of the selected file is supported.
4. To add the image to your design, click **Insert**. The image is inserted in the design.

To import an image from your digital camera or scanner

If your digital camera, scanner, or other image-capturing device includes a TWAIN driver, you can insert an image directly from the device into DesignPro using the **Select Source** and **Acquire Image** tools. One image can be inserted at a time.

If you have any questions regarding the device or the interface software used for the **Acquire Image** command, consult the manufacturer's manual. Before using these commands, refer to the manufacturer's manual to ensure that your device is TWAIN-compliant. Be sure the software and drivers that came with the device are installed successfully. Next, be sure the cables are securely connected to your computer and the device is turned on.

1. Select **File** > **Acquire** > **Select Source**. The **Select Source** dialog box appears. The TWAIN-compliant devices installed on your computer will appear in the list.
2. Select the device you want to use and click **Select**. The device is selected and it will be the default device for DesignPro until another device is selected.

3. Select **File** > **Acquire** > **Acquire Image**. The dialog box that appears will vary since this command uses the interface software provided by your device manufacturer. Capture and/or select the image.
4. Close the dialog box. It may close automatically for some devices. The image is inserted in the design.

Insert and create bar codes

Create and print bar codes on your Avery product. DesignPro creates several bar code types. When DesignPro is installed, the default bar code type is set to Code 39. To change the default type, select **Tools** > **Options** > **General** tab.

Human readable text is the information you enter in the bar code object. This information is encoded to create the bar code. To display the bar code information as human readable text, select **Display Plaintext** in the **Bar Code** dialog box.

To move a bar code object, click the object frame. The mouse pointer appears as the **Move** icon. Move the object.

You can also create bar codes using a serial number or database field.

Note

We recommend that you obtain bar code requirements from the appropriate authorities to ensure you are creating the bar code to specification. We also recommend that you perform extensive bar code reading tests before you apply the bar codes. Also note that resizing or changing the appearance of a bar code may cause readability problems.

Bar code types available in DesignPro

- EAN 8
- EAN 13
- EAN 128
- Code 128 (Type A, B, C)
- Code 39
- 2/5 Standard
- 2/5 Interleaved
- Codabar

- UPC-A
- UPC-E
- POSTNET

To insert a bar code

1. Select the tab where you want to insert the bar code. To create identical bar codes on all labels or product panels, insert the bar code on the **Master** tab.
2. Select **Insert** > **Bar Code** .
3. To create a pre-defined bar code object, left-click in the template. To create and size the object yourself, click where you want the bar code to begin, drag to draw a rectangle, and then release the mouse to complete the bar code object.
4. Type the bar code information in the object.
5. Click outside the object to display the bar code.

Note

If the bar code cannot be created after entering the information, review the bar code type details to ensure the character set and format you entered are supported.

To format or change bar code types

1. Click the bar code object.
2. Select **Format** > **Bar Code**. The **Bar Code** dialog box appears.
3. Select the bar code **Type** from the drop-down list.
4. To calculate a check digit, select **Calculate Check Digit**. This option is not available in all bar code types.
5. To display the check digit in human readable text, select **Display Check Digit**. This option is not available in all bar code types.
6. To display the human readable text under the bar code, select **Display Plaintext**.
7. To automatically adjust the bar code size to the size of the bar code field, select **Adjust Size**. This option is not available in all bar code types. You can use this option to resize the bar code. However, resizing the bar code may cause problems with readability. We recommend that you perform extensive bar code reading tests before you apply the bar codes. If the **Adjust Size** option is not selected, the bar code size can be defined by clicking the **Options** button.

8. Click **OK**.

Quick Tip

Right-click a bar code object and select **Format Bar Code** to open the **Bar Code** dialog box.

To edit bar code content

1. Click in the bar code object.
2. Type the content you want. Rotated bar code objects temporarily rotate to horizontal orientation for easy editing.
3. Click outside of the object when finished. Rotated bar code objects return to the original position.

To generate a bar code using a serial number

1. Click the **Master** tab to select it. You can insert serial numbers on the **Master tab** only.
2. Select **Insert** > **Bar Code** .
3. Click where you want the bar code to begin, drag to draw a rectangle, and then release the mouse to complete the bar code object.
4. Click in the bar code object and select **Insert** > **Serial Number** . The **Serial Number** dialog box appears.
5. Select the settings you want and click **Insert**. The serial number field is entered in the bar code object.

Chapter 5: Save and print your project

Save and rename a project

The first time you save a project, the **Save As** dialog box displays so that you can name your project. You can rename a saved project to leave the original project unaltered. If you close a project without saving it, all changes made since the last time you saved the project are lost.

If you do not specify a folder, the file is stored in the default project folder. To change the default location for your **Project Files**, select **Tools** > **Options** > **File Locations** tab.

To save a new project

1. To save a new project, select **File** > **Save** . The **Save As** dialog box appears.
2. Browse to a location for your new project.
3. Type a file name, and then click **Save**.

To resave a project

To resave a project as you work, select **File** > **Save** . The existing project is overwritten by the latest version.

Save your work frequently.

To rename a project

To keep your original, saved project unaltered, resave it with a different name.

1. With your saved project open, select **File** > **Save As**. The **Save As** dialog box appears.
2. Browse to the location where you want to save the renamed project.
3. Type a new name for the project and click **Save**. The renamed project is open and active. The original project is closed and unaltered.

How to print your project

Print your project

DesignPro prints professional looking projects using most laser and inkjet printers. You should calibrate your print output before starting the print process.

Test print on a plain sheet of paper first. If you are printing multiple pages, begin by printing a single sheet. To check positioning, place the printed test sheet in front of the Avery product and hold them up to a light. Adjust your design as needed.

General printing instructions are provided here. Review our specific instructions if you want to print identical labels or product panels, different labels or product panels, two-sided products, Direct Print® Custom Dividers, print-to-the-edge products, or projects with database fields.

To print a project

1. To print a specific tab only, be sure that tab is selected before selecting the **Print** option.
2. Select **File** > **Print** . The **Print** dialog box appears.
3. Select your **Printer** from the drop-down list.
4. To check or change the printer settings, click **Properties**, change the settings, and then click **OK**.
5. For **Selection**, select the product tabs you want to print.
6. For **Number of Copies**, select an option and type the number of **Copies**. For example, to print 20 labels, select **How many of each?** and type **20**. To print 20 sheets of labels, select **Sheets** and type **20**.
7. Click **Options** to make additional selections in the **Print Options** dialog box, and then click **OK**.

Note

In the **Print Options** dialog box, under **Fill Order,** select **Easy Peel** if you are using Avery Easy Peel labels. Avery Easy Peel labels allow you to peel your labels from the sheet more quickly. The sheet separates into columns, exposing the label edge for easy lifting.

8. Click **Print Preview** to view the project before printing. The **Print Preview** dialog box appears.
    - Click **Close** to return to the **Design** screen to adjust your design.

- Click **Setup** to return to the **Print dialog** box to change the print settings.
- Click **Print** to print your project.

Print identical labels or product panels

Print labels or product panels with an identical design. The easiest way to create identical labels or product panels is to design and print the **Master** tab only.

Test print on a plain sheet of paper first. If you are printing multiple pages, begin by printing a single sheet. To check positioning, place the printed test sheet in front of the Avery product and hold them up to a light. Adjust your design as needed.

To print identical labels or product panels

1. On the **Design** screen, select the **Master** or product tab that contains the design you want to print on all labels or product panels.
2. Select **File** > **Print** . The **Print** dialog box appears.
3. Select your **Printer** from the drop-down list.
4. To check or change the printer settings, click **Properties**, change the settings, and then click **OK**.
5. For **Selection**, select **Master** to print the **Master** tab design. Otherwise, select **Current** to print the tab you selected.
6. For **Number of Copies**, select either **How many of each?** or **Sheets**.
7. Type or select the number of **Copies** to print. For example, 10 of each identical label or 5 sheets of identical labels.
8. Click **Options**. The **Print Options** dialog box appears.
9. Enter **1** for the **Start Position** and click **OK**.
10. Click **Print Preview** to view the project before printing. The **Print Preview** dialog box appears.
    - Click **Close** to return to the **Design** screen to adjust your design.
    - Click **Setup** to return to the **Print** dialog box to change the print settings.
    - Click **Print** to print your project.

Print different labels or product panels

Print labels or product panels that are entirely different. To create different labels or product panels, design and print a tab for each specific label or product panel. Do not design or print the **Master** tab.

Test print on a plain sheet of paper first. If you are printing multiple pages, begin by printing a single sheet. To check positioning, place the printed test sheet in front of the Avery product and hold them up to a light. Adjust your design as needed.

To print different labels or product panels

1. Select **File** > **Print** . The **Print** dialog box appears.
2. Select your **Printer** from the drop-down list.
3. To check or change the printer settings, click **Properties**, change the settings, and then click **OK**.
4. For **Selection**, select **All** to print all designed tabs in your project or select **Range** and identify the specific tabs you want to print.
5. For **Number of Copies**, select either **How many of each?** or **Sheets**.
6. Type or select the number of copies to print for each tab. For example, 3 copies of each label or 3 sheets of the selected labels.
7. Click **Options**. The **Print Options** dialog box appears.
8. Enter **1** for the **Start Position** and click **OK**.
9. Click **Print Preview** to view the project before printing. The **Print Preview** dialog box appears.
    - Click **Close** to return to the **Design** screen to adjust your design.
    - Click **Setup** to return to the **Print** dialog box to change the print settings.
    - Click **Print** to print your project.

Print two-sided products

Print two-sided products such as cards, 2 sided business cards, postcards, brochures, and mailers. When designing two-sided projects, the design for side one must be on one tab and the design for side two of the product must be on another tab. Do not use the **Master** tab when creating two-sided products unless you want identical information on both sides.

Before printing, review any special instructions included in the Avery product package, such as dry time. Also, review your printer literature to determine how to reinsert a sheet for two-sided printing. Test print on a plain sheet of paper first.

To print side one

1. On the **Design** screen, select the tab that contains the design for the first side of the product.
2. Select **File** > **Print** . The **Print** dialog box appears.
3. Select your **Printer** from the drop-down list.
4. To check or change the printer settings, click **Properties**, change the settings, and then click **OK**.
5. For **Selection**, select **Current** to print the tab you selected.
6. For **Number of Copies**, select **Sheets** and type **1** for **Copies**.
7. Click **Options**. The **Print Options** dialog box appears.
8. Enter **1** for the **Start Position** and click **OK**.
9. Click **Print Preview** to view the project before printing. The **Print Preview** dialog box appears.
    - Click **Close** to return to the **Design** screen to adjust your design.
    - Click **Setup** to return to the **Print** dialog box to change the print settings.
    - Click **Print** to print your project.

To print side two

1. After printing side one, reinsert the sheet as required for your printer.
2. On the **Design** screen, select the tab that contains the design for the other side of the product and repeat the steps.
3. Select **File** > **Print** .
4. Click **Print Preview** to view the project before printing.
    - Click **Close** to return to the **Design** screen to adjust your design.
    - Click **Setup** to return to the **Print** dialog box to change the print settings.
    - Click **Print** to print your project.

Print Direct Print® Custom Dividers

The easiest way to design and print a Direct Print® Custom Divider product is to start with one of the pre-designed Avery Templates. A pre-designed Direct Print® Custom Divider project has one product tab for each divider page (for example, 8-tab or 5-tab) and a tab for the **Table of Contents** page.

If creating a divider project from scratch, be sure to add individual product tabs for each divider tab and one for the Table of Contents page.

Before printing, carefully read the instructions provided in the product package. Stack the set of divider pages according to the instructions and insert them correctly for your project and printer.

Note

If your printer prints last page first, you will need to adjust the stack accordingly. Also, if you selected a landscape oriented project, the divider sheets must be inserted in reverse order to print the tabs correctly.

To print one set of dividers

1. Select **File** > **Print** .
2. Select your **Printer** from the drop-down list.
3. To check or change the printer settings, click **Properties**, change the settings, and then click **OK**.
4. Select **All** to print all designed tabs in your project.
5. For **Number of Copies**, select **How many of each** and type **1** for **Copies**.
6. Click **Options**. The **Print Options** dialog box appears.
7. Enter **1** for the **Start Position** and click **OK**.
8. Click **Print Preview** to view the project before printing. The **Print Preview** dialog box appears.
    - Click **Close** to return to the **Design** screen to adjust your design.
    - Click **Setup** to return to the **Print** dialog box to change the print settings.
    - Click **Print** to print your project.

Print to the edge of a product

To successfully print to the edge of a product, the product must support printing to the edge and the design must overlap the template by at least .125" or .25" (or 3 mm to 6 mm). To support printing to the edge, products must have enough space between labels or product panels to allow for this overlap area.

If you are using an Avery product that supports printing to the edge, a **Bleeding for Clipping** setting is automatically entered in the **Print Options** dialog box when you select the template. A **Bleeding** setting is also automatically entered on the **Objects** tab. This ensures that background objects or objects sized to template will print to the edge. You can also manually overlap design objects beyond the template edge to ensure coverage.

A bleeding value is different from the **Clipping on Screen** feature used for on-screen viewing only.

Test print on a plain sheet of paper first. If you are printing multiple pages, begin by printing a single sheet. To check positioning, place the printed test sheet in front of the Avery product and hold them up to a light. Adjust your design as needed.

To prepare your project

1. On the **Design** screen, review the settings for your template.
2. Select **Tools** > **Options** > **Objects** tab and review the **Bleeding** value. A background object or object sized to template will overlap the template by the entered value. If no value is entered, type at least .125" or .25" (or 3 mm to 6 mm) and click **OK**.
3. Insert the image you want to use for the background. If you want the same background to appear on all tabs, insert the image on the **Master** tab.
4. Select **Format** > **Size to Template** . The image fills and overlaps the template by the **Bleeding value**.
5. Finish designing your project.

To print to the edge of the product

1. To print a specific tab only, be sure that tab is selected before selecting the **Print** option.
2. Select **File** > **Print** . The **Print** dialog box appears.
3. Select your **Printer** from the drop-down list.
4. To check or change the printer settings, click **Properties**, change the settings, and then click **OK**.
5. For **Selection**, select the product tabs you want to print.

6. For **Number of Copies**, select an option and type the number of **Copies**. For example, to print 20 labels, select **How many of each?** and type **20**. To print 20 sheets of labels, select **Sheets** and type **20**.
7. Click **Options**. The **Print Options** dialog box.
8. If the **Clipping** option was not automatically selected and a **Bleeding for Clipping** value was not entered, select the option and type at least .125" or .25" (or 3 mm to 6 mm).
9. Make any additional selections in the **Print Options** dialog box and click **OK**.
10. Click **Print Preview** to view the project before printing. The **Print Preview** dialog box appears.
    - Click **Close** to return to the **Design** screen to adjust your design.
    - Click **Setup** to return to the **Print** dialog box to change the print settings.
    - Click **Print** to print your project.

Print projects with database fields

The easiest way to print projects with database fields is to design and print the **Master** tab only. You can use the filter and sort tools to define which records to print and in what order. You can set additional print options in the **Print Database Options** dialog box. This dialog box is only available when a database is open. If a filter is applied, only those records that match the filter conditions are available for printing.

The **Shrink to Fit** feature helps you avoid printing projects with line breaks when text is too long for the text box or product panel. This option is turned on by default when DesignPro is installed. Adjust the **Shrink to Fit** settings for the current project in the **Print Database Options** dialog box. Select **Tools** > **Options** > **Print** to change the default settings for **Shrink to Fit**.

Test print on a plain sheet of paper first. If you are printing multiple pages, begin by printing a single sheet. To check positioning, place the printed test sheet in front of the Avery product and hold them up to a light. Adjust your design as needed.

To prepare your project for printing

1. Open a project and create a new database, or open a dBASE III or ODBC database.
2. Insert fields on the **Master** tab. You can insert database fields on the **Master tab** only.
3. Create your design on the **Master** tab.
4. To select and print specific records, use the **Filter command**.
5. To print records in a specific order, use the **Sort** command.

6. To display the field contents on the **Master** tab, select **Database** > **Display Records**.

To print projects with database fields

1. Prepare your project as indicated above.
2. Select **File** > **Print** . The **Print** dialog box appears.
3. Select your **Printer** from the drop-down list.
4. To check or change the printer settings, click **Properties**, change the settings, and then click **OK**.
5. For **Selection**, select **Master** to print the **Master** tab design.
6. For **Number of Copies**, **How many of each?** is selected by default. Enter the number of **Copies** to print. For example, if you enter 2, two copies of each label or product panel will print.
7. Click **Print Preview** to view the project before printing. The **Print Preview** dialog box appears.
    - Click **Close** to return to the **Design** screen to adjust your design.
    - Click **Setup** to return to the **Print dialog** box to change the print settings or select additional print options as discussed below.
    - Click **Print** to print your project.

To set additional print options

1. Prepare your project and enter the settings as indicated above.
2. Return to the **Print** dialog box.
3. Click **Database**. The **Print Database Options** dialog box appears.
4. To **Print All Records**, select this option.
5. To print a range of records, clear the **Print All Records** option, and type a **Start** and **End** record number.
6. To print only the records you have tagged, select the **Print Tagged Records Only** option.
7. To ignore any blank spaces following an empty database field, select the **Suppress Spaces** option.
8. To ignore any lines containing blank database fields. select the **Suppress Blank Lines** option.
9. Change the **Shrink to Fit** settings as you want.

10. Click **Print Preview** to view the project before printing. The **Print Preview** dialog box appears.
    - Click **Close** to return to the **Design** screen to adjust your design.
    - Click **Setup** to return to the **Print dialog** box to change the print settings or to change the **Shrink to Fit** options as discussed below.
    - Click **Print** to print your project.

To change the Shrink to Fit settings

1. Prepare your project and enter the settings as indicated above.
2. Return to the **Print** dialog box.
3. Click **Database**. The **Print Database Options** dialog box appears.
4. Select or clear the **Shrink to Fit** option to turn this feature on or off.
5. Database fields whose contents have to be displayed with line breaks because of their length, are displayed with different colored borders in the **Print Preview** when **Highlight in Print Preview** is selected. Select or clear the feature as you want.
6. If **Shrink to Fit** is selected, enter a **Minimum Font Size**. **Shrink to Fit** will not reduce text below this size.
7. To display a message before printing alerting you that **Shrink to Fit** was not successful, select the **Verify Shrink to Fit** option. When this message is received, you can adjust your design or reduce the **Minimum Font Size**.
8. Click **Print Preview** to view the project before printing. The **Print Preview** dialog box appears.
    - Click **Close** to return to the **Design** screen to adjust your design.
    - Click **Setup** to return to the **Print dialog** box to change the print settings.
    - Click **Print** to print your project.

Chapter 6: DesignPro Lessons

Open a Microsoft Excel file and mail merge

In this lesson, we will link a Microsoft Excel file in DesignPro and merge the data onto a label product.

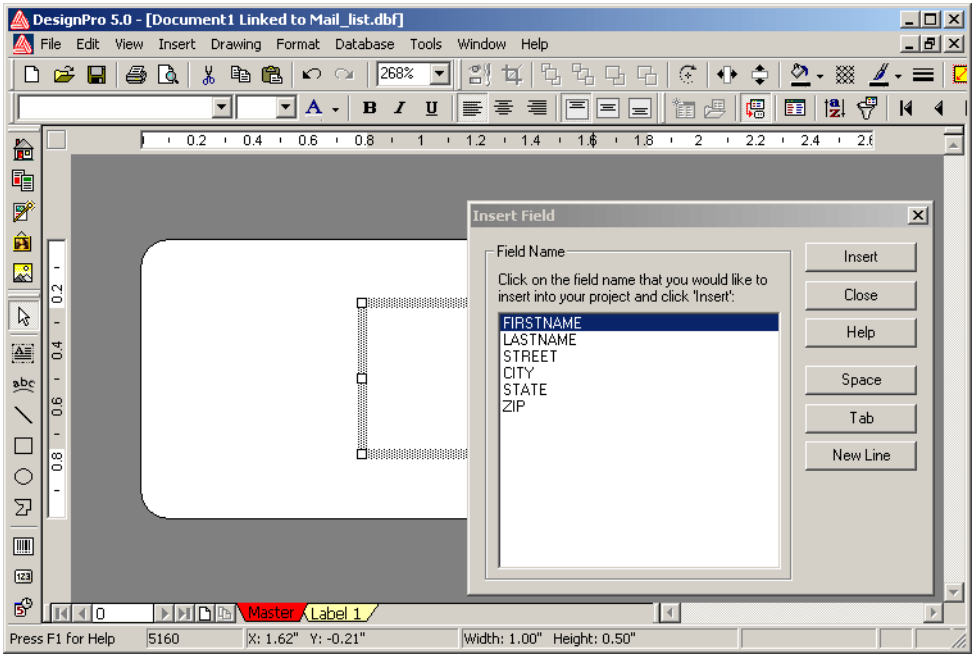
Review the General database tips to avoid common problems when opening an external database file.

Step 1: Select a project and open a Microsoft Excel database in DesignPro

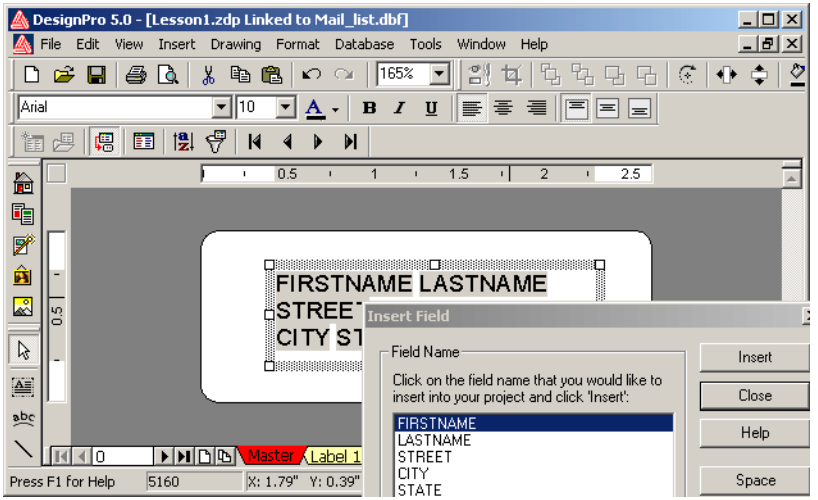
1. From the **Design** screen, select **File** > **New** > **Project from Scratch** .
2. In the **Select Template** dialog box, locate and select a label product and click **OK**.
3. Click the **Master** tab to select it. Database fields can only be inserted on the **Master tab**.
4. Select **Database** > **Create from MS Excel**.
5. Locate and select an Excel file. Click **Open**. The **File Save** dialog box appears. *This dialog box only appears if the database file is not linked to DesignPro. The **Open dBase III** dialog box appears if the database file is linked to DesignPro. Select a file and click **Open** to continue.*
6. Select the Excel file which now has a .dbf extension. Click **Save**.
7. The database is now linked to your project.

Step 4: Merge the data onto your label

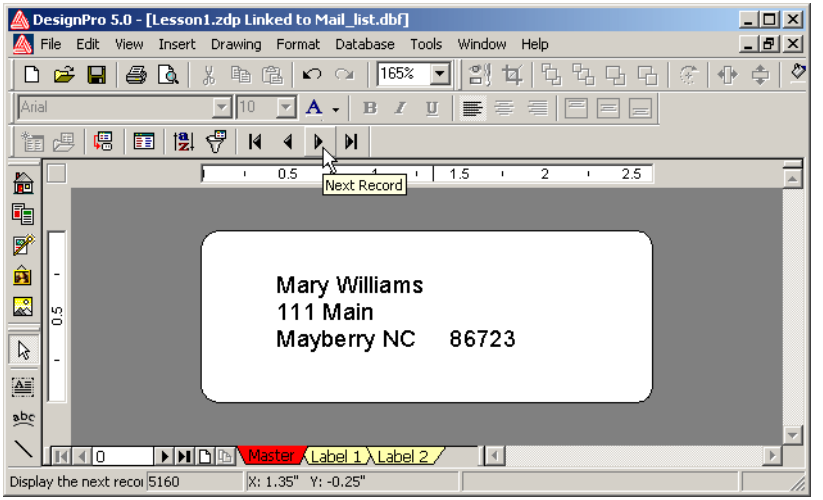
1. The **Database Options** dialog box appears.
2. Click **Insert Fields** to insert the field names.



3. Highlight a field name and click **Insert**. The field name is inserted in a text box.
4. Insert the remaining fields you want to add. Click **Space**, **Tab**, and **New Line** to add spaces, tabs or new lines to your field layout.



5. Click **Close** when finished inserting fields.
6. Resize the text box as needed.
7. Select and format the field text and add spaces or line breaks to finish creating the layout you want.
8. To view the merged database with the design, select **Database** > **Display Records**. Use the navigation buttons on the **Database** toolbar to view the individual records.



Note

To disconnect the database from your project at any time, select **Database** > **Deactivate**.

Open and link a database using ODBC and mail merge

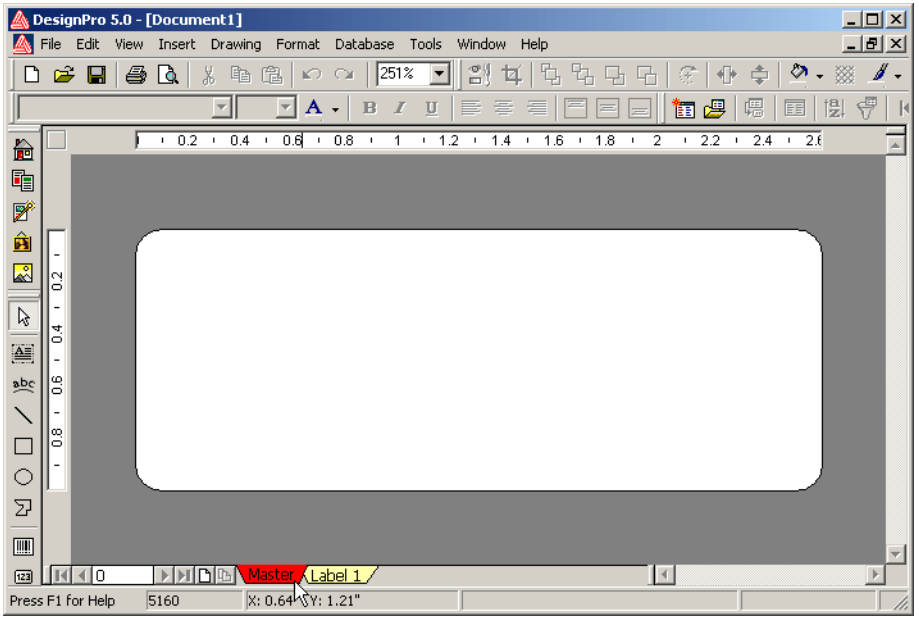
In this lesson we will open and link a database created in another program using the ODBC filter on your computer. Once the database is opened, we will merge the data onto a label product. We will open a Microsoft Access database but the steps are similar for data files created in other programs. Dialog boxes discussed in this lesson may vary depending on your database program, the ODBC components, and your operating system.

Installation of an ODBC filter usually occurs as part of the normal Microsoft Office installation. Consult your Microsoft Office online help or manual for additional information.

These steps are required only once for each database. Review the General database tips to avoid common problems when opening a database created in another program.

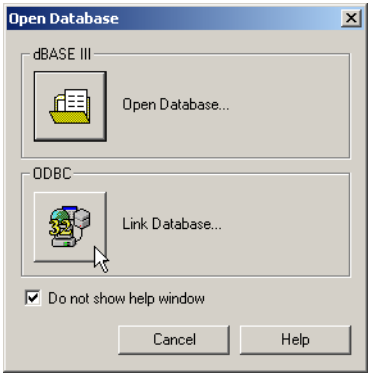
Step 1: Select a template

1. Select **File** > **New** > **Project from Scratch** .
2. In the **Select Template** dialog box, locate and select a label product and then click **OK**.
3. Click the **Master** tab to select it. Database fields can only be inserted on the **Master** tab.

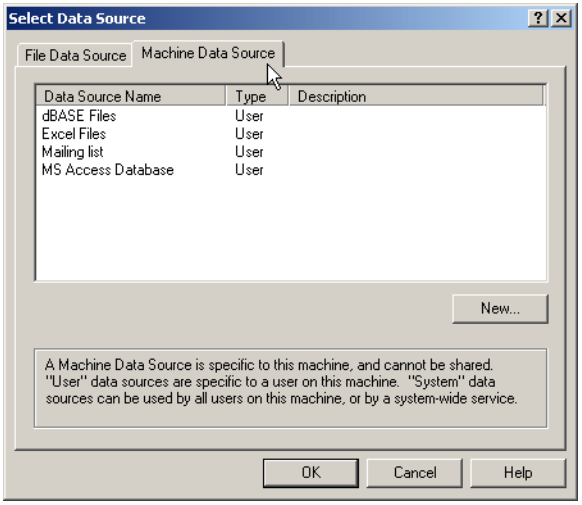


Step 2: Open and link your database

1. Select **Database** > **Open** . The **Open Database** dialog box appears.

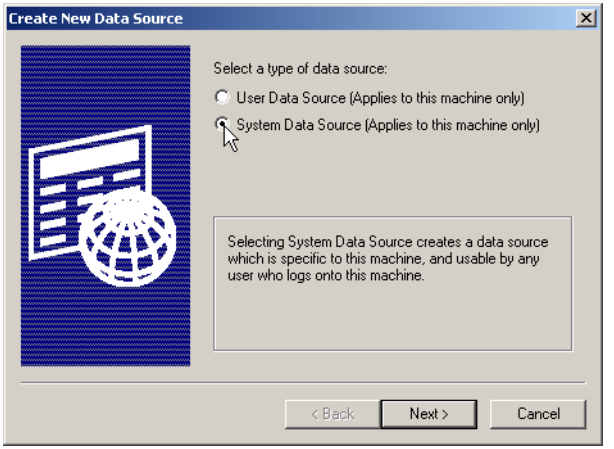


2. Click **Link Database**. The **Select Data Source** dialog box appears.

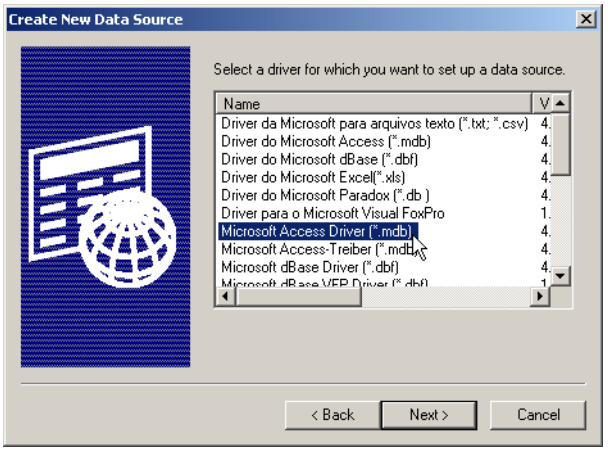


3. Select the **Machine Data Source** tab. A data source list appears.
4. If you previously created a data source for your database, select it from the list, click **OK** and proceed to **step 14**. If you have not created a data source for your database, click **New** and continue with **step 5**.

5. In the **Create New Data Source** dialog box, select **System Data Source**, and then click **Next**.

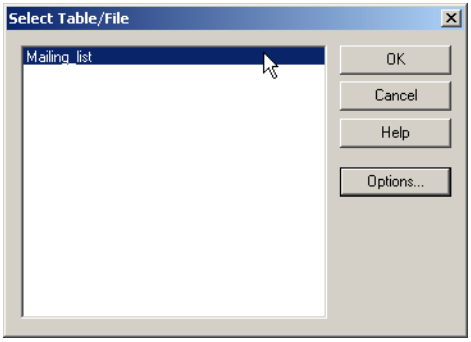

Create New Data Source
Select a type of data source:
User Data Source (Applies to this machine only)
System Data Source (Applies to this machine only)
Selecting System Data Source creates a data source which is specific to this machine, and usable by any user who logs onto this machine.
< Back
Next >
Cancel

6. Select the ODBC driver for the file type you want to open. In this lesson, we will select the **Microsoft Access Driver (*.mdb)** to connect a Microsoft Access database. Click **Next**. A summary of the settings appears.


Create New Data Source
Select a driver for which you want to set up a data source.
Name
Driver da Microsoft para arquivos texto (*.txt; *.csv)
Driver do Microsoft Access (*.mdb)
Driver do Microsoft dBase (*.dbf)
Driver do Microsoft Excel(*.xls)
Driver do Microsoft Paradox (*.db)
Driver para o Microsoft Visual FoxPro
Microsoft Access Driver (*.mdb)
Microsoft Access-Treiber (*.mdb)
Microsoft dBase Driver (*.dbf)
< Back
Next >
Cancel

7. Click **Finish** to confirm the settings. The **ODBC Microsoft Access Setup** dialog box appears. The dialog box that displays will vary depending on the ODBC driver you selected.

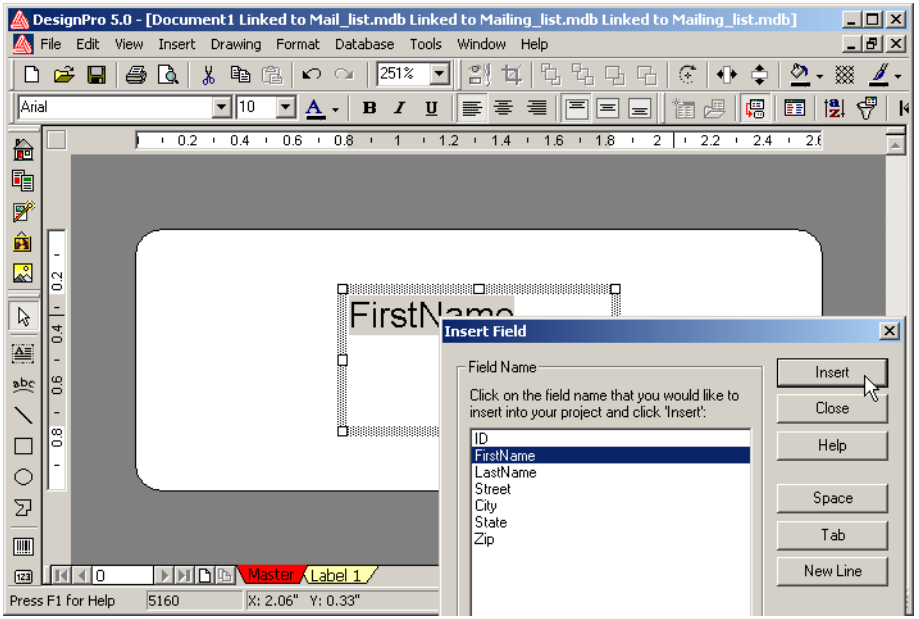
8. Define the details for the data source. Enter a name for your database in the **Data Source Name** field. For example, enter **Customer Addresses**. Note that some keywords are not permitted in database and table names, for example, “database” and “integer.”
9. Enter a description for your database in the **Description** field.
10. Click **Select** to connect your database file to the data source.
11. In the **Select Database** dialog box, navigate to your Microsoft Access ***.mdb** file and select it. Click **OK**. The **ODBC Microsoft Access Setup** or program-specific dialog box appears again.
12. Click **OK** to confirm and complete your data source definition. You can now select the file at any time from the **Select Data Source** dialog box list.
13. In the **Select Data Source** dialog box, select your new data source and click **OK**.
14. The **Select Table/File** dialog box appears. A Microsoft Access database may have one or more data tables and a number of internal system tables listed. A Microsoft Excel spreadsheet may have one or more worksheets listed. You can click **Options** and clear all check boxes except **Tables** to display only the data tables.



15. Select the table you want to use and click **OK**. The database is now connected to your DesignPro project.

Step 3: Merge the data onto your label

1. With the **Master** tab active, select **Database** > **Insert Field** to insert the fields.



2. Highlight a field name and click **Insert**. The field name is inserted in a text box.
3. Insert the remaining fields you want to add. Click **Space**, **Tab**, and **New Line** to add spaces, tabs or new lines to your field layout.
4. Click **Close** when finished inserting fields.
5. Resize the text box as needed.
6. Select and format the field text and add spaces or line breaks to finish creating the layout you want.
7. To view the merged database with the design, select **Database** > **Display Records**. Use the navigation buttons on the **Database** toolbar to view the individual records.

Note

To disconnect the database from your project at any time, select **Database** > **Deactivate**.

Customize a pre-designed greeting card

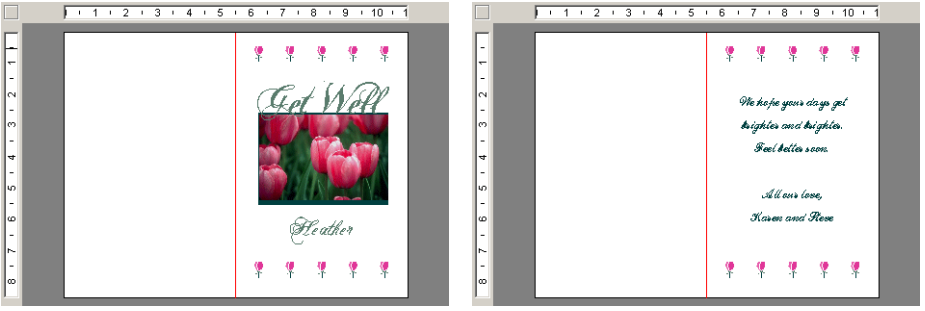
DesignPro includes several pre-designed greeting card templates to help you customize and create professional looking card products. In this lesson, we will select a pre-designed greeting card template and customize it by replacing text and images on the front, back and inside of the card.

Note

Since two-sided products, such as greeting cards, have unique information on each tab, the **Master** tab is not used when designing these types of projects.

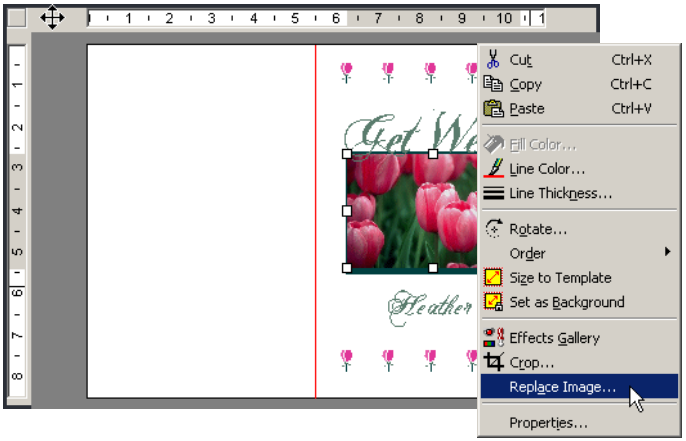
Step 1: Select a template

1. Select **File** > **New** > **Pre-Designed Template**.
2. In the **Select a Pre-Designed Template** dialog box, select the **Greeting Cards and Note Cards** folder, and then locate and select a Half-Fold Card product. Click **OK**.



Step 2: Replace an image with a personal photo

1. To replace an image, click on the **Front & Back** tab to select it.
2. Double-click the image and the **Replace Image** dialog box appears or right-click the image and select the **Replace Image** command.



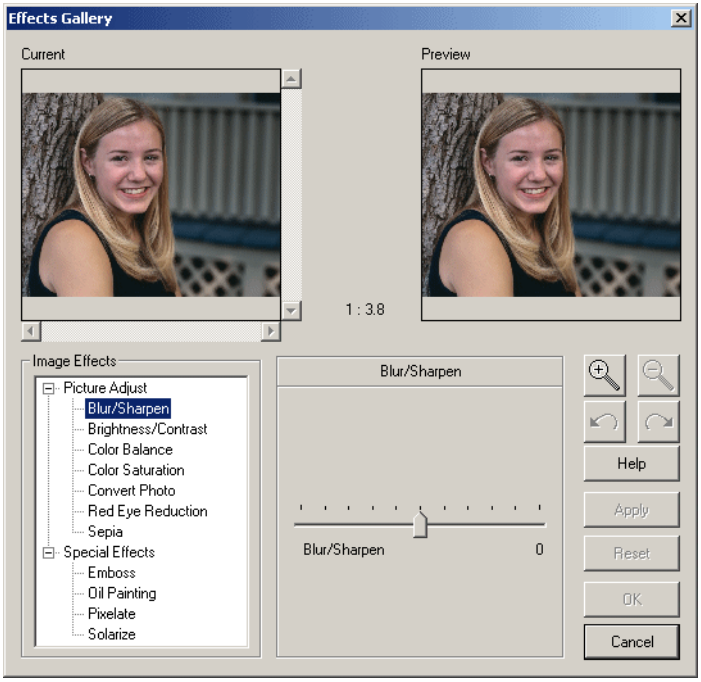
3. In the **Replace Image** dialog box, locate and select a personal photo on your computer (BMP, WMF, TIF, JPG, PCX, EPS, PCD, TGA, WPG, IMG are supported). Click **OK**. The photo automatically replaces the previous image.
4. To resize the photo, click and drag one of the eight handles of the photo object. To maintain proportions (aspect ratio) while resizing, hold down the **Shift** key and drag one of the corner handles.
5. To move the photo, click and drag the photo object to the new location.

Step 3: Crop the photo

1. To crop a photo, click the photo and select **Format** > **Crop** or right-click the photo and select **Crop**.
2. Click the appropriate **Crop Shape** button.
3. Move and/or resize the selection rectangle for the desired crop and click **OK**.

Step 4: Enhance the photo using the Effects Gallery

1. To enhance the photo appearance, click the photo and select **Format** > **Effects Gallery** or right-click the photo and select **Effects Gallery**. Several effects are available.



2. In the **Picture Adjust** section under **Image Effects**, select one or more of the following:
   - Select **Blur/Sharpen** to adjust the sharpness and the blur intensities of the image. Make the adjustments with the slider control and then click **Apply**.
   - Select **Brightness/Contrast** to adjust the **Brightness**, the overall amount of lightness and darkness of an image, or the **Contrast**, the difference between the lightest and darkest areas of an image. Make the adjustments with the corresponding slider control and then click **Apply**.
   - Select **Color Balance** to increase or decrease the effect of certain colors of an image. Select the color combination and make the adjustments with the slider

control and then click **Apply**.

3. When finished applying all adjustments, click **OK**.

Step 5: Personalize the text

1. Click the **Front & Back** tab to select it.
2. Highlight the text you want to replace and type the new text.
3. Click the **Inside Spread** tab and use the same method to replace and format the text.

Step 6: Preview your project

1. Click the tab you want to preview, **Front & Back** or **Inside Spread**.
2. Select **File** > **Print** .
3. For **Selection**, select **Current** to print the current tab only.
4. Under **Number of Copies**, select **Sheets** and enter **1**.
5. Click **Print Preview** to view the **Front & Back** or **Inside Spread** of your card.

Create CD/DVD labels

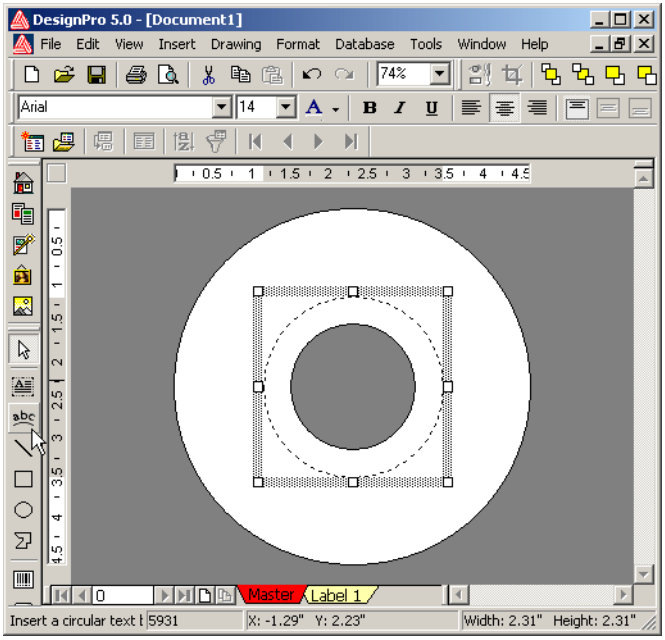
In this lesson, we will select a CD/DVD label template, add circular text, and insert a background image.

Step 1: Select a template

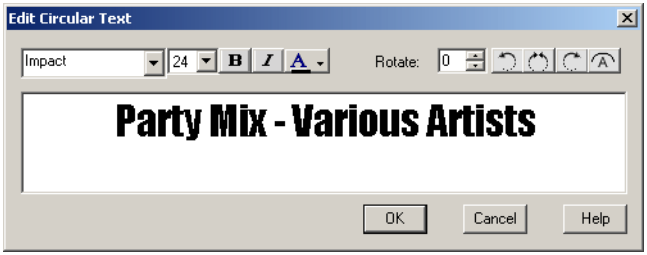
1. Select **File** > **New** > **Project from Scratch** .
2. In the **Select Template** dialog box, locate and select a CD/DVD label product and then click **OK**.

Step 2: Add circular text

1. Click **Insert Circular Text** to add circular text. The **Edit Circular Text** dialog box appears.

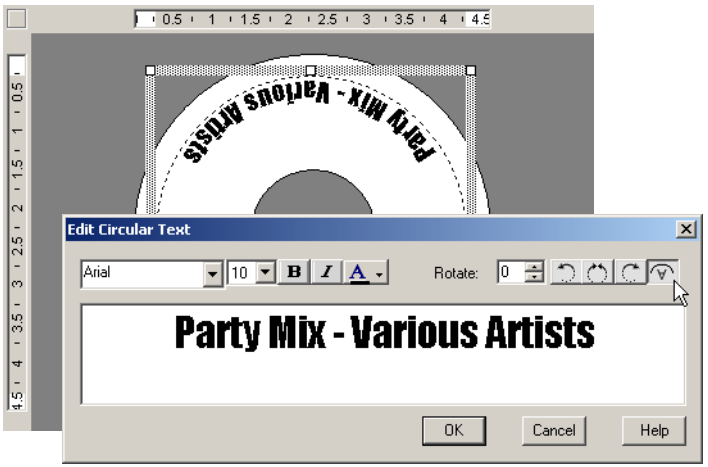


2. Type your text in the text entry field.



3. Select and format the text. The changes made in the dialog box are displayed in the work area.

4. To align the text along the bottom of the circle, click **Flip Text** to flip the text upside down.



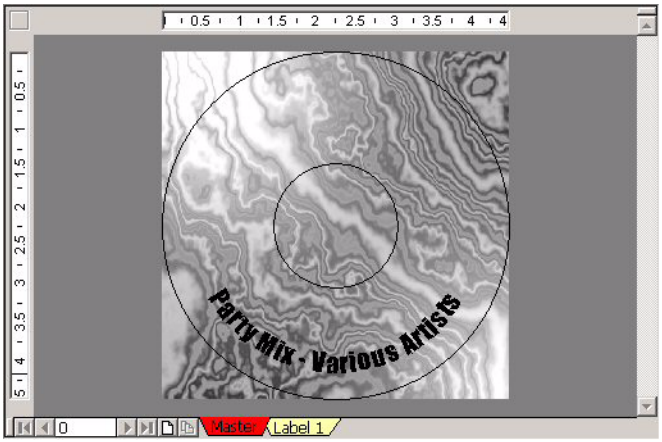
5. Move the text to the bottom of the circle. The **Rotate Left** button nudges text in 45 degree increments. Click this button four times.

6. Click **OK**. The circular text is inserted and aligned along the bottom of the text object.
7. Adjust the circular text:
    - To resize the text and maintain proportions, hold down the **Shift** key, then click and drag one of the corner handles of the text box.
    - To move the text, click the object frame and drag to the new location.
    - To quickly format all of the text, select the text box and use the formatting tools on the toolbar. To adjust the text rotation or for more precise formatting, double-click the circular text object or select **Format** > **Circular Text**. The **Edit Circular Text** dialog box appears. Select the text to be edited before using the formatting tools. Click **OK** when finished.

Step 3: Insert a background

1. Click **Clipart Gallery** .
2. Locate and select an image to use for the background of the label and click **OK**.

3. With the image selected, select **Format** > **Background** > **Set as Background** . The image is moved to the background. Background objects created in this way cannot be selected or edited. They can only be deleted by selecting **Format** > **Background** > **Delete Background**.



Note

To create a background image that can be edited, use the **Size to Template** command. Select the image and click **Size to Template** . The image extends to the edge of the template.

With the image still selected, choose **Drawing** > **Order** > **Send Backward** to move the image to the back of the design.

Step 4: Preview your project

1. Select **File** > **Print** .
2. For **Selection**, select **All**.
3. For **Number of Copies**, select **Sheets** and enter **1** to create one sheet of all designed labels.
4. Click **Print Preview** to view your project.

Create Index Maker Clear Label Dividers

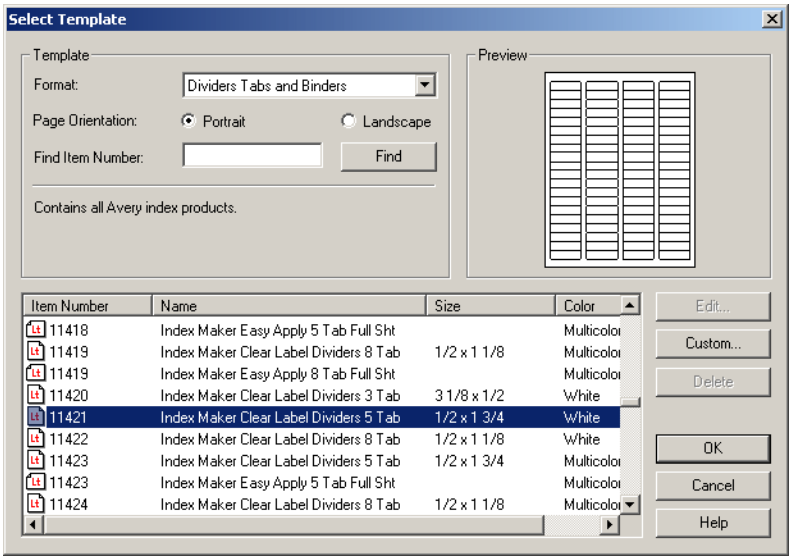
In this lesson, we will select a 5-tab Index Maker Clear Label Divider product template and add text on the divider tabs.

Tip

Items placed on the **Master** or product tabs can only be edited from that specific tab.

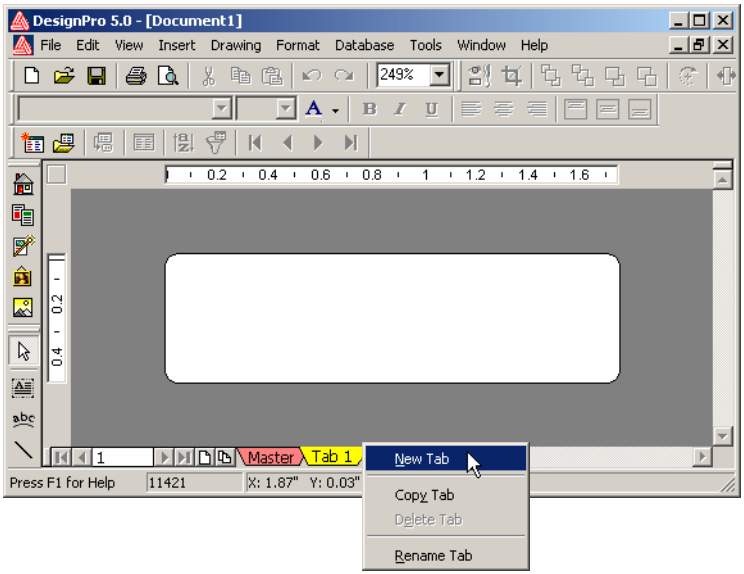
Step 1: Select a template

1. Select **File** > **New** > **Project from Scratch** .
2. In the **Select Template** dialog box, locate and select a **5 tab Index Maker Clear Label Dividers** product and then click **OK**.

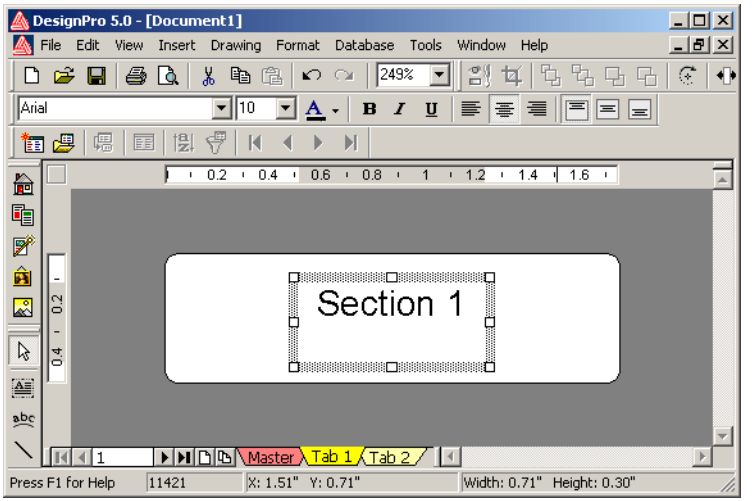

Select Template
Template
Format:
Dividers Tabs and Binders
Page Orientation:
Portrait
Landscape
Find Item Number:
Find
Contains all Avery index products.
Preview
Item Number
Name
Size
Color
11418 Index Maker Easy Apply 5 Tab Full Sht Multicolor
11419 Index Maker Clear Label Dividers 8 Tab 1/2 x 1 1/8 Multicolor
11419 Index Maker Easy Apply 8 Tab Full Sht Multicolor
11420 Index Maker Clear Label Dividers 3 Tab 3 1/8 x 1/2 White
11421 Index Maker Clear Label Dividers 5 Tab 1/2 x 1 3/4 White
11422 Index Maker Clear Label Dividers 8 Tab 1/2 x 1 1/8 White
11423 Index Maker Clear Label Dividers 5 Tab 1/2 x 1 3/4 Multicolor
11423 Index Maker Easy Apply 5 Tab Full Sht Multicolor
11424 Index Maker Clear Label Dividers 8 Tab 1/2 x 1 1/8 Multicolor
Edit...
Custom...
Delete
OK
Cancel
Help

Step 2: Add tabs and text

1. To add a new tab, right-click **Tab 1** and select **New Tab**. **Tab 2** is added.



2. Click **Tab 1** to insert text on that tab.
3. Click **Insert Text** .
4. Type your text. This text will appear on **Tab 1** only.



5. Click **Tab 2** to insert text on that tab.
6. Click **Insert Text** again.
7. Type your text. This text will appear on **Tab 2** only.
8. Add and design three additional product tabs to create a total of five different tabs - one for each of the tab dividers.

Step 3: Preview your project

1. Select **File** > **Print** .
2. For **Selection**, select **All**.
3. For **Number of Copies**, select **Sheets** and enter **1** to create one sheet of all designed labels.
4. Click **Print Preview** to view your project.

Create a Sign

In this lesson, we will select a Sign product template, add text and replace graphics to create a sign.

Step 1: Select a template

1. Select **File** > **New** > **Pre-Designed Template** .
2. In the **Select a Pre-Designed Template** dialog box, select the **Signs** folder, and then locate and select a White Poster Board product. Click **OK**.

Step 2: Replace an image with another image

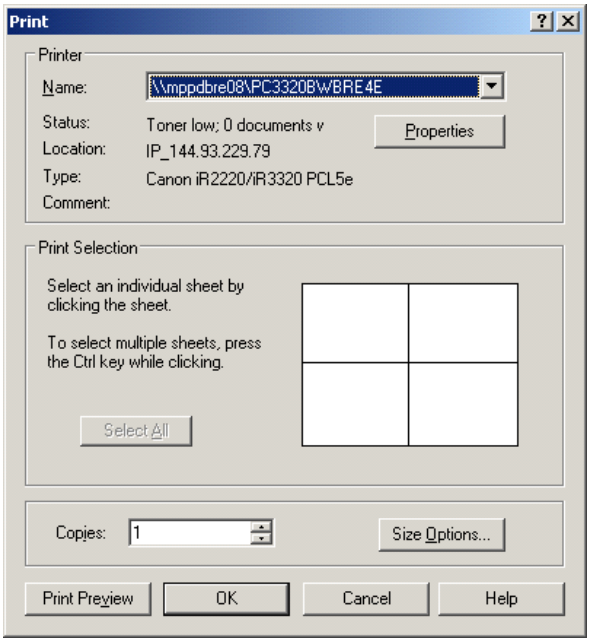
1. To replace an image, click the image to select it.
2. Double-click the image and the **Replace Image** dialog box appears or right-click the image and select the **Replace Image** command.

Step 3: Personalize the text

1. Highlight the text you want to replace and type the new text.
2. Use the same method to replace and format the remaining text.

Step 4: Preview your project

1. Select **File** > **Print**.
2. Under **Print Selection**, click an individual sheet to print only that sheet. Press the **CTRL** key to select multiple sheets.



Note

A selected sheet is white. The default setting is to print all the sheets unless otherwise indicated.

3. Under **Copies** enter the number of copies of the selected sheet to be printed.
4. Click **Print Preview** to view all the sheets of your sign.

DesignPro 5.0 Sign Edition - [happy bday.zds]
Setup
45%
Close
Happy
Birthday!
Jarnis
Press F1 for Help
2701
NUM

Chapter 7: Work with databases

How to work with databases

You insert fields on the **Master** tab to merge information from a database. You can create a new database in DesignPro or link an existing database. You can browse and edit records in the database. You can sort and filter records to access specific database information. You can also insert images or create bar codes using database fields.

Use databases in DesignPro

Use the database features to manage and print addresses or other information onto Avery products. You can create a new database, use an existing DesignPro or dBASE III database, import a Microsoft Excel data file, convert and use an Avery LabelPro™ database, or open databases created in other programs using ODBC. DesignPro creates database files in the dBASE III file format (*.dbf).

Database commands are available in the **Database** menu and the most frequently used commands are available on the **Database** toolbar. Database fields can only be inserted on the **Master** tab and most database features are not available unless the **Master** tab is active.

General database tips

To successfully open a database created in another program, the file must be set up correctly whether opening an external Excel file or linking a database using an ODBC interface. To avoid common database errors when opening a file, verify the following and adjust the file first.

- The database or data file name must not contain accented or extended characters.
- The database or data file name must use one dot (.) separator only for the file extension (mergefile.txt not merge.file.txt).
- Within the file itself, do not use any special characters or spaces for the column headings/ field names. Eliminate the space between words or use the underscore (_) character (First-Name or First_Name not First Name).

Create a new database

The **Create New Database** wizard guides you through the process of creating a new database. The wizard provides three steps (1) create a new database, (2) create fields, and (3) add data to the fields. DesignPro databases are created in dBASE III file format (*.dbf).

Once a new database is created, several features are available to help you edit and manage the data. These features include modifying the database fields, editing database records, sorting and filtering a database, updating fields, and displaying and navigating between records. You can also insert images and bar codes using a database field.

To create a database

1. Open a project and click the **Master** tab to select it. You can insert database fields on the **Master tab** only.
2. Select **Database** > **Create New** . The **Create New Database** wizard appears.
3. Click **1. Set Database Name**. The **Save dBASE Database As** dialog box appears.
4. Select or create the folder where you want to save the file.
5. Type a name for the database, and then click **Save**.
6. Continue with the next procedure to create fields.

To create fields

1. Click **2. Enter Field Names and Parameters**.
2. The **Field Parameters** dialog box appears.
3. Type the name of the field you want to add (FirstName, LastName, Address, and so forth) for **Field Name**, up to 10 characters in length. You must create at least one field to generate a database.
4. Type or select the length of the field for **Field Length**, up to 255 characters. If you insert a date field, the field length is automatically set to 8.
5. Select the field data type you want for **Field Data Type** as **Text**, **Number**, **Decimal**, or **Date**. If you select **Decimal**, enter the number of **Decimal Places**.
6. Click **Add**. The new field is added to the list.
7. Continue creating field names.
8. Click **Close** when finished.
9. The **Create Database Fields** dialog box lists all the newly created fields. Click **OK** and continue with the next procedure to add data.

To add data and insert fields

1. Click **3. Enter Data**. The **Edit Records** dialog box appears.
2. Type your text in the text fields.
3. To move to the next field, press the **Tab** key.
4. To move to the next new record, click **New Record**. The database entries are automatically saved each time you move between records.
5. Click **Close** when your information is entered.The **Insert Field** dialog box appears.
6. Select a field to insert in your design and click **Insert**.
7. Insert the remaining fields you want to add. Click **Space**, **Tab** and **New Line** to adjust the layout of the fields in the design. You can also adjust the layout and format of the fields in the text box after closing the dialog box.
8. Click **Close**.

Open DesignPro and other dBASE III databases

DesignPro creates and uses dBASE III (*.dbf) database files. When you open a dBASE III database, you can modify and maintain the database in DesignPro. DesignPro supports the current dBASE data types.

If your database was created in another program, the program may provide a **Save As** dBASE III (*.dbf) option. Refer to your program's online help or manual for additional information. Review the General database tips to avoid common problems when opening an external dBASE III file. You can also follow our Open a Microsoft Excel file and mail merge step-by-step lesson. If your program does not provide a **Save As** dBASE III option, or if you prefer to maintain the database in the original program, open and link the database in DesignPro using ODBC.

To open a dBASE III database file

1. Open a project and click the **Master** tab to select it. You can insert database fields on the **Master** tab only.
2. Select **Database** > **Open** . The **Open Database** dialog box appears.
3. Click **Open Database**.
4. Browse to and select the dBASE III (*.dbf) file on your computer and click **Open**. The database is opened and linked to your project. You can modify fields, edit records, or insert fields and merge the database information.

Open databases created in other programs using ODBC

Open databases created in other programs using ODBC. ODBC stands for Open DataBase Connectivity. It is a tool that takes databases from different programs and puts them in a standard format. Follow our step-by-step Open and link a database using ODBC and mail merge lesson for additional help.

When you open a database using ODBC, the data content and field names are linked to DesignPro. Edits to the structure of the database are done in the original program. The database linked to your DesignPro project is automatically updated. If you prefer to modify the database structure using DesignPro, the database must be in dBASE III format.

DesignPro supports current database systems with the ODBC standard and the current ODBC data types. An appropriate ODBC filter must be installed on your computer to successfully open a database using ODBC. Installation of an ODBC filter usually occurs as part of the normal Microsoft Office installation. Consult your Microsoft Office online help or manual for additional information.

Review the General database tips to avoid common problems when opening a database created in another program.

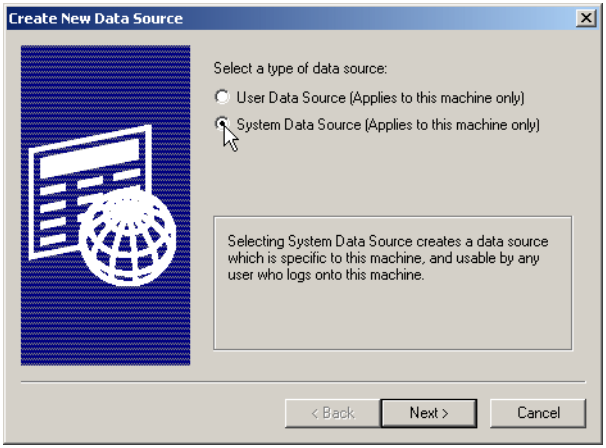
To open an external database using ODBC

1. Open a project and click the **Master** tab to select it. You can insert database fields on the **Master tab** only.
2. Select **Database** > **Open** . The **Open Database** dialog box appears.
3. Click **Link Database**. The Select **Data Source** dialog box appears.
4. Select the **Machine Data Source** tab. If you previously created a data source for your database, it will appear in the **Data Source Name** list. If you have not created a data source, review the information below on how to create a new ODBC data source.
5. Select the data source you want to use and click **OK**.
6. If the database file contains several tables, the **Select Table/File** dialog box appears. Select the table you want to use and click **OK**.
7. The database is linked to your project. You can insert fields and merge the database information.

To create a new ODBC data source

If your database file is not listed on the **Machine Data Source** tab in the **Select Data Source** dialog box, you need to create a new ODBC data source. Dialog boxes vary depending on your database program, the ODBC components, and your operating system. Click **Help** in the ODBC dialog boxes to access the Microsoft **ODBC Help** system.

1. Open a project and click the **Master** tab to select it. You can insert database fields on the **Master tab** only.
2. Select **Database** > **Open** . The **Open Database** dialog box appears.
3. Click **Link Database**. The Select **Data Source** dialog box appears.
4. Select the **Machine Data Source** tab. A data source list appears.
5. Click **New** to create a new ODBC data source for your database file.
6. In the **Create New Data Source** dialog box, select **System Data Source**, and then click **Next**.


Create New Data Source
Select a type of data source:
User Data Source (Applies to this machine only)
System Data Source (Applies to this machine only)
Selecting System Data Source creates a data source which is specific to this machine, and usable by any user who logs onto this machine.
< Back
Next >
Cancel

7. Select the ODBC driver for the file type you want to open, for example, **Microsoft Access Driver (*.mdb)**, and click **Next**. A summary of the settings appears.
8. Click **Finish** to confirm the settings. The dialog box that displays will vary depending on the ODBC driver you selected. For example, for a Microsoft Access database, the **ODBC Microsoft Access Setup** dialog box appears.
9. Define the details for the data source, such as the **Name** and **Description**. Note that some keywords are not permitted in database and table names (for example, database and integer).

10. Click **Select**, locate and select your database file, and then click **OK**. The program-specific dialog box appears again.
11. Click **OK** to confirm and complete your data source definition. You can now select the file at any time from the **Select Data Source** dialog box list.
12. In the **Select Data Source** dialog box, select your new data source and click **OK**.
13. If the database file contains several tables, the **Select Table/File** dialog box appears. Select the table you want to use and click **OK**.
14. The database is now connected to your DesignPro project. You can insert fields and merge the database information.

Convert and open an Avery LabelPro™ database

Convert Avery LabelPro™ database files with the *.avd extension to the dBASE III format (*.dbf) supported by DesignPro. You can open the newly created dBASE database with all dBASE compatible programs. When converting to dBASE III format, some of the existing fields may not be converted. You can only convert and insert the field data types that are supported by DesignPro.

Note

If you are opening an Avery LabelPro™ design file (*.lpd) that has a LabelPro™ database (*.avd) linked to it, you do not need to use the **Convert LabelPro Database** command. The database file is automatically converted to a *.dbf file when opened in DesignPro. Use the **Convert LabelPro Database** command only if you are converting a database file independently of a previously created LabelPro™ design.

To convert an Avery LabelPro™ database

1. Select **Tools** > **Convert LabelPro Database**. The **Convert LabelPro Database** dialog box appears.
2. Under **LabelPro Database**, click **Browse**.
3. Select the LabelPro™ database file (*.avd) and then click **Open**.
4. Under **dBASE Database**, click **Browse** to select a location for the new file.
5. Type a name for the new file and click **Save**. A message displays to confirm that the conversion of the LabelPro™ database file was successful.
6. Click **OK**.

   If the field names (column titles) in the LabelPro™ database exceed the permitted length of 10 characters for dBASE files, the **Convert Field Names** dialog box

appears. DesignPro suggests new field names for the conversion of longer names. You can accept these suggestions or you can type your own field names for the new *.dbf file, and then click **OK**.

A message box displays a prompt to establish a connection to the database.

7. Click **Yes**.

Insert fields and merge database information

After you open a database in DesignPro, insert fields on the **Master** tab to complete the merge process. You can insert database fields on the **Master** tab only. Once the fields are inserted, you can display and navigate between records on the **Master** tab.

To insert fields and merge database information

1. Open a project and open a dBASE III database or a database using an ODBC interface.
2. Click the **Master** tab.
3. Select **Database** > **Insert Field** . The **Insert Field** dialog box appears.
4. For **Field Name**, select the first field to insert on the **Master** tab and click **Insert**. The field is inserted in the selected text box at the cursor position. If a text box was not selected, a new text box is created and the field is inserted.
5. Insert the remaining fields you want to add.
6. To insert a space between two fields, click **Space**.
7. To insert a tab between two fields, click **Tab**.
8. To insert a line break, click **New Line**.
9. Click **Close**.
10. Manually add or remove spaces, tabs or line breaks between the fields in the text box, if you want.
11. To format the field content, select the fields and select **Format** > **Font** to display the **Font** dialog box. You can also select the fields and use the font tools on the toolbar.

Display and navigate between records

After inserting field names onto the **Master** tab, display the database content associated with the field names. If a filter is active, only the records corresponding to the filter are displayed. If you have sorted the database, the records are displayed in the specified sort order.

To view the entire project with the field and record content, select **File** > **Print** , enter your print settings and click **Print Preview**.

To display and navigate between records

1. Select **Database** > **Display Records**. The field contents appear on the **Master** tab.
2. To navigate between records on the **Master** tab, click the navigation buttons on the **Database** toolbar, or select **Database** > **Go To**, and then click **First Record**, **Previous Record**, **Next Record**, or **Last Record**.

Modify database fields

Add, change, or delete fields in a database. You can change field names, field lengths, or field data types. Deleting a field also deletes any data contained in this field.

A tag field can be added or removed from dBASE III databases. When you create a new database, a tag field is automatically added. A tag field is used as another filter condition.

To add a new field

1. Select **Database** > **Modify Database Fields**. The **Modify Database Fields** dialog box appears.
2. Click **Insert Field**. The **Field Parameters** dialog box appears.
3. Type the name of the field you want to add (FirstName, LastName, Address, and so forth) for **Field Name**, up to 10 characters in length.
4. Type or select the length of the field for **Field Length**, up to 255 characters. If you insert a **Date** field, the field length is automatically set to 8.
5. Select the field data type you want for **Field Data Type** as **Text**, **Number**, **Decimal**, or **Date**. If you select **Decimal**, enter the number of **Decimal Places**.
6. Click **Add**. The new field is added to the list.
7. To change the position of the field in the list, select the field, and then click the up and down arrows.
8. To tag the field, select the field, and then select **Tag Field**.

To modify an existing field

1. Select **Database** > **Modify Database Fields**. The **Modify Database Fields** dialog box appears.
2. Select the field name in the list and click **Edit**. The **Field Parameters** dialog box appears.

3. Type or select the new information for **Field Name**, **Field Length**, **Field Data Type, or Decimal Places.**
4. Click **Add**. The modified field appears in the list.
5. To change the position of the field in the list, select the field, and then click the up and down arrows.

To delete a field

1. Select **Database** > **Modify Database Fields**. The **Modify Database Fields** dialog box appears.
2. Select the field name in the list and click **Delete**.
3. To delete all fields, click **Delete All**.
4. Click **OK**.

Edit database records

Create new records or edit, duplicate, and delete existing records. You can also tag the record of a dBASE III database if a tag field was added. You can use the tag as a filter condition.

The data you enter or change in the **Edit Records** dialog box is automatically saved each time you move between records. You cannot restore the previous data once the new data is saved.

The format of the data you enter depends on the data type of the selected field. To change the data type, you need to modify the fields. The format for the output of certain data types, such as **Date**, depends on the default settings in the **General** tab (**Tools** > **Options** > **General** tab).

Certain editing options may not be available for ODBC databases. It is recommended that you modify ODBC databases in the original program.

To view and find records

1. Select **Database** > **Edit Records** . The **Edit Records** dialog box appears.
2. **Record No.** displays the current record number and the total number of records in the database. If a filter is active, only the records matching the filter condition are displayed.
3. To scroll through the records, click the first, previous, next, and last **Record** buttons.
4. To find specific records, click **Find,** search for and display records that match your search text, and click **Close** when finished.

5. Click **Close** to return to the **Design** screen.

Note

To search for, select and print records that match a specific criteria, use the **Filter** command.

To create a new record

1. Select **Database** > **Edit Records**. The **Edit Records** dialog box appears.
2. Click **New Record**.
3. Type the information for the new record in each field.
4. Click **Close**.

To edit a record

1. Select **Database** > **Edit Records**. The **Edit Records** dialog box appears.
2. Click the first, previous, next, and last **Record** buttons to locate the record you want to edit.
3. Modify the information in the fields.
4. To cancel your changes, click **Reset**.
5. Click **Close**.

To duplicate a record

1. Select **Database** > **Edit Records**. The **Edit Records** dialog box appears.
2. Click the first, previous, next, and last **Record** buttons to locate the record you want to edit.
3. Click **Duplicate**.
4. Modify the new record information as you want.
5. Click **Close**.

To delete a record

1. Select **Database** > **Edit Records**. The **Edit Records** dialog box appears.
2. Click the first, previous, next, and last **Record** buttons to locate the record you want to edit.

3. Click **Delete**. A confirmation prompt appears.
4. Click **Yes**.
5. Click **Close**.

Sort database records

Sort the records in a database to organize them in a specific way. You can define up to three sort keys. When printing and navigating between records, the records are arranged in the specified sort order. The sort settings are saved with your project.

To sort the records in a database

1. Open a project and open a dBASE III database or a database using an ODBC interface.
2. Select **Database** > **Sort** . The **Sort Records** dialog box appears.
3. Under **1st Sort Key**, select your first sort field from the list of field names.
4. Select **Ascending** or **Descending** order.
5. Select **2nd** and **3rd Sort Key** settings, if you want.
6. Click **OK**.

To delete the sort settings

1. Select **Database** > **Sort** . The **Sort Records** dialog box appears.
2. Click **Delete All** to remove the settings.
3. Click **OK**.

Filter and select from a database

Search a database for a group of records that match one or more filtering criteria (for example, search for records with a specific zip code). DesignPro supports the setting of multiple filters. Only records that meet the filter conditions are included in database functions, such as printing and navigating through records. The filter settings are saved with your project.

If you want to view and find a specific record in the database, it may be more efficient to use the **Edit Records** dialog box.

To filter records in a database

1. Open a project and open a dBASE III database or a database using an ODBC interface.
2. Select **Database** > **Filter** . The **Filter Records** dialog box appears.
3. Under **Field**, select fields for which you want to define filter conditions.
4. Under **Compare**, select an operator from the list and determine the way in which you would like to perform the query.
5. Under **Compare With**, type the condition or value that you want to compare with the field content. For fields that contain **Text** data, you can include wildcards.
6. To link the conditions between different fields, select **And** or **Or**.
7. To select all records in a dBASE III database which match the filter conditions and are tagged, select **Only Tagged Records**.
8. Click **OK** to close the dialog box and start the query.

Note

If no record matches the filter conditions then no records will be displayed in the **Edit Database** dialog box and the fields of the record will appear empty.

Create bar codes using a database field

Use a database field to create bar codes. You can insert database fields on the **Master** tab only. Once the information is entered, you can display and navigate between records. You can also create bar codes using a serial number.

To create bar codes using a database field

1. Click the **Master** tab to select it, and then select **Insert** > **Bar Code** .
2. To create a pre-defined bar code object, left-click in the template. To create and size the object yourself, click where you want the bar code to begin, drag to draw a rectangle, and then release the mouse to complete the bar code object. The object is ready for input.
3. Select **Database** > **Insert Field** .
4. Select the database field that contains the coded information, click **Insert**, and then click **Close**.

5. Click outside the bar code object to deselect it. The bar code of the first record appears on the **Master** tab.
6. To define the bar code settings, right-click the object and select **Format Bar Code**.
7. Click **OK**.
8. To scroll through the bar codes on the **Master** tab, click the navigation buttons on the **Database** toolbar.

Display database information

Display information about the currently open database, such as file name, file path and status. Different information is provided depending on whether a dBASE III or ODBC database is open.

To display the database information

To display the database information, select **Database** > **Database Info**. The **Database Information** dialog box appears.

Close or deactivate a database

Close, restore, or permanently remove the database linked to your project.

To unlink and restore a database

To temporarily unlink the active database from your project, select **Database** > **Close**. To restore the database link, select **Database** > **Restore Connection**.

To permanently deactivate the database link

To permanently remove the database from your project, select **Database** > **Deactivate**. To relink the database, select **Database** > **Open** to open or link the database.

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